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ABSTRACT

Designed to facilitate the academic counseling and advising process, this handbook provides comprehensive information pertaining to all transfer and career programs offered at the Forest Park Campus of St. Louis Community College. Section I provides general information on placement, tests, selective or restrictive programs, student status, summer credit hour load, deadlines for graduation applications, and a review of student forms. Appendices to this section provide placement information related to composition, math, and reading programs; samples of 14 student forms; and veterans' and financial aid information. Section II supplies information on each of the programs in the Business/Social Sciences, Humanities, Life Science, and Science and Technology Divisions and in the Institute for Continuing Education. For each program, the handbook provides a job description or examples of careers in the field; general information on Forest Park's program; material on the professional characteristics that students considering the program should possess, employment prospects and salary, special admissions procedures, entrance and grade requirements, eligibility, course load, program transferability, special costs, specific financial aid, and instructional approaches used; curriculum outlines; and sources of additional information about the program. (AYC)

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FOREST PARK ACADEMIC ADVISING HANDBOOK

DIVISION OF COUNSELING

ST. LOUIS COMMUNITY COLLEGE
AT FOREST PARK
5600 OAKLAND AVENUE
ST. LOUIS, MISSOURI 63110

NOVEMBER 1982

JC 830 007

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PREFACE

The FOREST PARK ACADEMIC ADVISING HANDBOOK provides comprehensive information pertaining to all transfer and career programs offered at the Forest Park Campus of St. Louis Community College. Designed to facilitate the academic counseling and advising process, this handbook will be of value to members of the Forest Park Campus Community who work directly with students in helping them to better understand the nature and requirements of the excellent educational opportunities available at Forest Park.

This handbook would not have been possible without the involvement of many individuals. A special note of thanks is extended to Counselors, Deans of Instruction, Department Chairs, Educational Advisors, Program Directors/Coordinators and the Registrar who worked in a cooperative manner to make this handbook a reality. Also, a special thank you is extended to the Vice-Chancellor for Planning and Academic Affairs and her staff for reviewing the academic information sheets.

We welcome your comments and suggestions.

E. Daniel Kapraun

E. Daniel Kapraun
Director of Counseling

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BUSINESS/SOCIAL SCIENCE DIVISION

- Administrative Medical Assistant
- Banking and Finance
- Business Administration
- Business Administration (Certificate)
- Chef's/Cooks Apprenticeship
- Child Care Assistant
- Child Development Associate
- Clerk-Typist
- Criminal Justice - Corrections
- Criminal Justice - Law Enforcement
- Hospitality Restaurant Management
- Human Services
- Medical Office Assisting
- Medical Transcription
- Secretarial
- Tourism

HUMANITIES DIVISION

- Advertising Design and Commercial Art
- Art
- Arts and Sciences
- General Transfer Studies
- Mass Communications
- Music
- Technical/Business Communication

LIFE SCIENCE DIVISION

- Clinical Laboratory Technology
- Dental Assisting
- Dental Hygiene
- Funeral Service Education
- Life Sciences
- Nursing
- Radiologic Technology
- Respiratory Technology
- Respiratory Therapy
- Surgical Technology

SCIENCE AND TECHNOLOGY DIVISION

- Automotive Technology
- Bio-Medical Engineering Technology
- Building Inspection and Code Enforcement Technology
- Data Processing
- Electrical Engineering Technology
- Electronic Engineering Technology
- Engineering Drafting
- Engineering Science

Fire Protection Technology

Industrial Electronics Technology

Manufacturing Technology

Mathematics

Mechanical Engineering Technology

Microprocessors

Plumbing Design Technology

INSTITUTE FOR CONTINUING EDUCATION

Emergency Medical Technician

GENERAL INFORMATION

I. PLACEMENT TESTS

English, reading, and math courses require the Placement Tests as a prerequisite. If a student desires to take more than two courses or an English, reading or math course, he/she must take the Forest Park Placement Tests. The placement scores will be listed on the Placement Testing Summary Sheet (See Appendix A-1). If a student has had previous college courses in English, reading or math, here or elsewhere, he/she may be advised to take the appropriate English, reading or math course without the Placement Tests. These students should confer with a counselor or educational advisor.

Personnel of the Learning Achievement Center (G-229) will administer the English, reading and math Placement Tests at the following times:

Monday through Thursday/10 a.m., 2 p.m., 6 p.m.

Placement Test results will be available seven (7) days after the tests are administered. Additional placement testing information in presented in Appendix A.

II. SELECTIVE (OR RESTRICTED) PROGRAMS

Some curricula require the student to meet certain admission requirements or to go through a selection process in order to be admitted. Students should have an acceptance letter for a selective program before being advised. The selective programs are:

Business/Social Science

Administrative Medical Assistant
Chef's/Cooks Apprenticeship*
Medical Office Assistant

Life Science

Clinical Laboratory Technology
Dental Assisting

*Although not officially classified as a selective program, there are admission requirements for this program. See Chef's/Cooks Apprenticeship program description.

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Life Science (cont'd)

Dental Hygiene
Funeral Service Education
Nursing
Radiologic Technology
Respiratory Technology
Respiratory Therapy
Surgical Technology

Science and Technology

Automotive Technology

III. STUDENT STATUS

In an attempt to assist the diverse student population at Forest Park and enable counselors and advisors to better advise students, the following admission procedures have been adopted:

A. Student Classifications

1. Regular Student Status
   - a. Application for admission and High School Transcript OR
   - b. G.E.D. Scores OR
   - c. 15 hours of transferable college credit; an original transcript from each college attended must be on file

NOTE: In order for a Regular Student to register for English, reading or math courses, he/she must take the Placement Tests. A Placement Test(s) can be waived for the college transfer student who has successfully completed appropriate course work at another institution.

2. Unclassified Student Status
   - a. Category A
     - 1) Application for Admission (no other credentials)
       - a) This student will be limited to two courses or a total of 8 hours.
       - b) This student may not register for English, reading or math courses.

b. Category B

1) Application for Admission

2) Placement Test Scores

This student will be limited to 9 credit hours and is eligible to register for English, reading and math courses.

NOTE: Counselors and advisors will be allowed to approve exceptions to either the 8 or 9 credit limit under the following circumstances:

a. The "Unclassified Student" may experience unavoidable financial hardship if not allowed to carry a full course load (12 credit hours). This would include recipients of benefits from entitlement programs such as Social Security, Veterans, Railroad Retirement, Vocational Rehabilitation, etc.

b. The "Unclassified Student" who wants to qualify for participation in an intercollegiate athletic sport may carry as many as two additional activity courses to supplement his/her 8 or 9 hour academic course load.

c. The "Unclassified Student" who wants to complete an eligibility semester in order to gain admission to a selective program (e.g., Nursing).

d. An "Unclassified Student" will be allowed to exceed the 8 or 9 hour limit for the initial semester only.

e. All exceptions must be clearly documented, and an unclassified student form together with a registration form, must be completed by a counselor or educational advisor. These forms should be taken by the student to the registration room, E-213, to officially register for courses.

B. Other Admission/Registration Procedures

1. Unclassified students may establish Regular Student status by submitting one of the following:

a. High school transcript

b. G.E.D. scores

c. **15 hours of transferable college credit; an original transcript from each college must be on file in the Admissions Office**

d. 15 hours of course work successfully completed at St. Louis Community College

2. Regular Registration

If a student plans to register for English, reading or math courses, he/she must obtain the approval of a counselor, an educational advisor or, under special circumstances, a faculty advisor.

3. Mail-In Registration

A statement is included in the schedule of courses notifying students that they cannot register by mail for English, reading or math courses.

4. Express Registration

A statement will appear on the Express Advising Form notifying students that they cannot register for English, reading or math courses without the approval of a counselor or educational advisor.

5. Students who indicate that they are currently enrolled in English, reading or math courses must still obtain the approval of a counselor or educational advisor and in effect cannot register by mail or express advising if they plan to register for English, reading or math courses.

IV. SUMMER CREDIT HOUR LOAD

Students are limited to a maximum of 6 credit hours for the day session or a maximum of 9 credit hours for the evening session.

Students attending both day and evening may enroll for a maximum of 9 credit hours.

V. DEADLINES FOR GRADUATION APPLICATIONS

Students who plan to receive a degree or certificate should file an application for graduation at the Records Office, U-200, preferably one semester prior to the semester in which they plan to graduate, but no later than the following deadlines:

June 1 -- Summer Graduation

November 1 -- Fall Graduation

March 1 -- Spring Graduation

VI. REVIEW OF STUDENT FORMS

Please see Appendix B for samples of the forms described below.

Appendix Number

Application for Admission B-1

The first step in the admission process is to complete the application form which is available at the Admissions Office (U-200).

Application for Admission-Reactivation B-2

If a previously enrolled student has not attended any of the St. Louis Community College campuses for one or more semesters, this form must be completed for readmission. The form can be obtained at the Admissions Office (U-200).

Express Registration Form B-3

This form may be used by students who are registering for two courses or 8 hours. The form can be obtained at the Counseling Center (F-217).

Academic Advising Form B-4

This form is used to list courses for which a student plans to register. A counselor or advisor must review and approve a student's course load by signing this form. The form can be obtained at the Counseling Center (F-217) or through a counselor or advisor.

Appendix Number

Course Change/Withdrawal Form B-5

This form is used to withdraw from a course, to change from one course to another or to audit a course. The form can be obtained at the Counseling Center (F-217).

Student Address Change Form B-6

This form enables the student to notify the Records Office of a change or correction in name, address, or telephone number. The form can be obtained at the Records Office (U-200).

Course Repeat Form B-7

It is the student's responsibility to notify the Registrar that he/she is repeating a course. This form should be filed before mid-term of the semester in which the course is repeated, otherwise both final grades will be used in GPA calculations. The form can be obtained at the Records Office (U-200).

Unclassified Student Form B-8

The counselor or educational advisor authorizes exceptions to the 8 or 9 hour limit for unclassified students by use of this form. The form can be obtained from a counselor or educational advisor.

Reclassification and/or Application for Curriculum Change B-9

This form is used when the student changes from unclassified to regular student status. Changes from one curriculum to another should be approved by a counselor, educational advisor, or by a department chairperson and/or

Appendix Number

coordinator. The form can be obtained at the Admissions Office (U-200) or through a counselor or educational advisor. Students should go to room F-218 for an appointment with a counselor or educational advisor.

Transcript Evaluation Form

B-10

When a transfer student desires previous college credits to be evaluated for his/her curriculum at Forest Park, the request is initiated with this form which can be obtained at the Records Office (U-200).

Transfer of Records Form

B-11

When a student wants to have his/her records transferred to the Meramec or Florissant Valley campus, he/she should submit this form which is available at the Records Office (U-200).

Transcript Request Form

B-12

When a student wants his/her transcript sent to another college or university, the request is initiated with this form. The form can be obtained at the Records Office (U-200).

Request for Course Substitution

B-13

When permission is being requested to omit a required course or substitute a similar course for one that is required for graduation, the student must use this form. The form can be obtained at the Records Office (U-200).

Appendix Number

Application for Graduation

B-14

This application must be submitted by the student prior to the published deadlines in order to be evaluated for graduation in the semester he/she plans to graduate. The form can be obtained at the Records Office (U-200).

Appendix A-1

PLACEMENT TESTING SUMMARY SHEET

FOR OFFICIAL USE:

Placement Tests: Composition ________ : Reading RDG ____________ : Math Level 1 ________

2 ________

3 ________

Name ____
Last   First

Address ____

Phone ______________________ Student Number ______________________

Test Date __________________ Test Time __________________

Additional Information (When applicable)

Composition

Reading: Level ____________

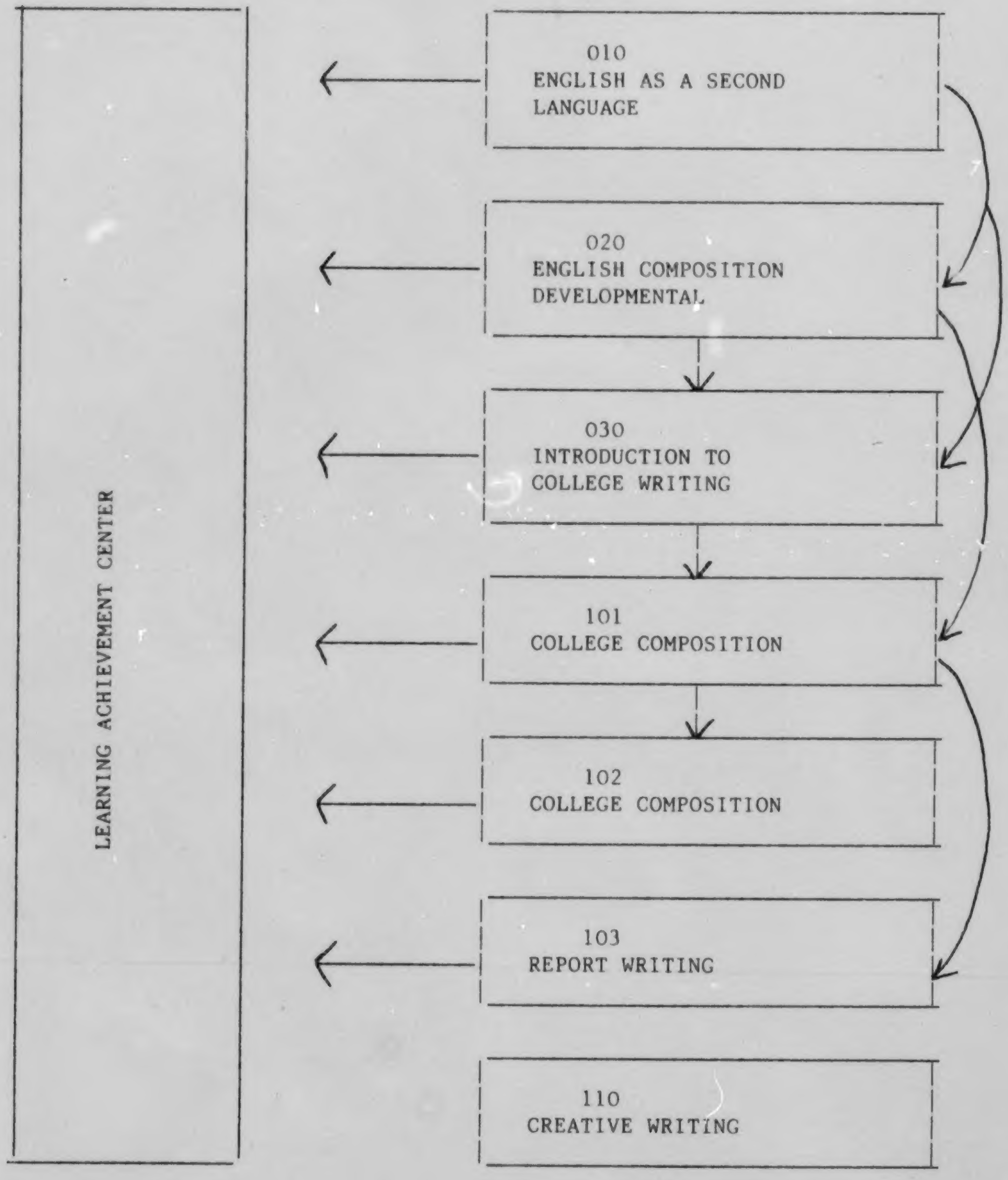
Math: Score Level 1 _____; Score Level 2 _____; Score Level 3 _____;

Other:

1 copy LAC - white
1 copy Admissions (computer) - canary
1 copy counseling - pink
1 copy student - goldenrod

For explanation of the individual scores, please refer to the flowcharts for English, math and reading courses.

COMPOSITION PROGRAM

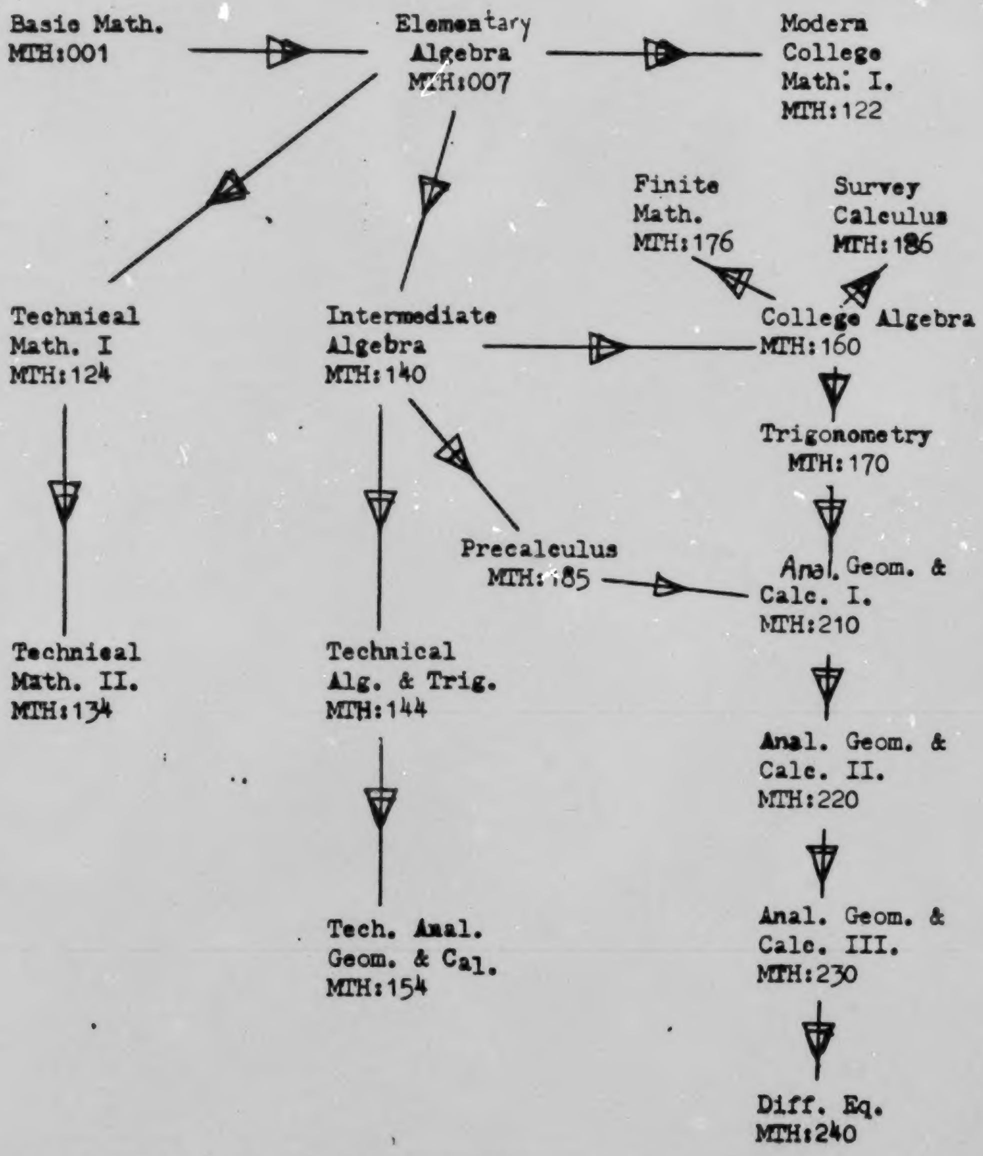

LEARNING ACHIEVEMENT CENTER
010
ENGLISH AS A SECOND LANGUAGE
020
ENGLISH COMPOSITION DEVELOPMENTAL
030
INTRODUCTION TO COLLEGE WRITING
101
COLLEGE COMPOSITION
102
COLLEGE COMPOSITION
103
REPORT WRITING
110
CREATIVE WRITING

Appendix A-3

St. Louis Community College
at Forest Park

5600 Oakland Avenue
St. Louis, Missouri 63110
Telephone 314/644-3300

MATH. PATHS


Basic Math.
MTH:001
Elementary
Algebra
MTH:007
Modern
College
Math. I.
MTH:122
Finite
Math.
MTH:176
Survey
Calculus
MTH:186
Technical
Math. I
MTH:124
Intermediate
Algebra
MTH:140
College Algebra
MTH:160
Trigonometry
MTH:170
Precalculus
MTH:185
Anal. Geom. &
Calc. I.
MTH:210
Technical
Math. II.
MTH:134
Technical
Alg. & Trig.
MTH:144
Anal. Geom. &
Calc. II.
MTH:220
Anal. Geom. &
Calc. III.
MTH:230
Tech. Anal.
Geom. & Cal.
MTH:154
Diff. Eq.
MTH:240

If a student does not fit this pattern, then contact a member of the Mathematics Department for additional information.

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MATHEMATICS PLACEMENT TEST RESULTS

This chart will help you place a student into the appropriate mathematics course after you know the results of the student's Math Placement Test as indicated on your CRT.

If this appears on the CRT	then these mathematics courses would be at the level indicated by the Math Placement Test results
MTH:001	MTH:001 MTH:002
MTH:007	MTH:007 MTH:009 MTH:108
MTH:140	MTH:122 MTH:124 MTH:140 MTH:144
MTH:160	MTH:160 MTH:170 MTH:185

Remember that prerequisites fulfilled, grades received, and length of time since last mathematics course are also proper considerations for placing students.

READING CLASSES*

CLASS AND DESCRIPTION	EXIT RDG. LEVEL	CREDITS
* **RDG:003 - BASIC SKILLS** A basic reading course for students reading below the fourth grade level with emphasis on phonics and word attack skills. Exercises and texts available in the Learning Achievement Center.	4	1
* **RDG:007 - READING LAB** A concentrated course in developing reading techniques to prepare the student for entering RDG:002, READING IMPROVEMENT, recommended for students reading below the fifth grade level.	5	2
** RDG:002 - READING IMPROVEMENT A beginning course in reading and study skills designed to enable students to gain power in comprehension and vocabulary. This course includes work with textbook skills and a review of basic skills.	8	3
** RDG:011 - INTRODUCTION TO COLLEGE READING - GENERAL *** RDG:011 - INTRODUCTION TO COLLEGE READING SCIENCES - PREREQUISITE: RDG:002 or appropriate reading level (7th grade) Introductory courses in college reading designed to develop vocabulary, comprehension, and study skills for success in college. General sections emphasize reading and study techniques in liberal arts and history classes. For the science section emphasizes development of scientific vocabulary, scientific readings and specialized science techniques in addition to developing vocabulary, comprehension and study skills.	9	3
RDG:100 - COLLEGE READING AND STUDY SKILLS The primary focus of this course is the development of advanced study techniques such as note taking, test taking, and skimming. Instruction will also include methods to improve comprehension, vocabulary and speed of reading. College level reading materials are used.	10	3
RDG:101 - RAPID READING - PREREQUISITE: 10th grade reading level A speed reading course designed for the improvement of reading fluency, comprehension and retention. The course is recommended for those who are already average or above average readers.	—	3

*Keyed to flow chart Appendix A-6.

OTHER READING COURSES OFFERED AT FOREST PARK

**** SPELLING IMPROVEMENT (RDG:001) 1 Credit**

Designed for students with severe spelling problems. Students are allowed to progress at their own rates. May be taught as lecture or LAC course. The LAC course is recommended for students reading below the sixth grade level.

**** DEVELOPING A COLLEGE LEVEL VOCABULARY (RDG: 005) 1 Credit**

This course includes vocabulary development through study of word parts, understanding of words in context, and specific development of specialized vocabularies. May be taught as lecture or LAC course. The LAC course is recommended for students reading below the sixth grade level.

TEACHING CHILDREN TO READ (RDG: 102) 3 Credits

This course is designed for parents of young children and students in career areas relating to education and child care. This course will include methods of preparing students to teach reading readiness and beginning reading.

---

* These courses are not listed in the schedule but are available each semester. They are listed in the computer with 210 as the section for the day classes and 250 as the section for the evening classes.

** These courses may be taken through the LAC for students preferring an individualized approach. Lecture sections are also available.

*** This class is not listed in the schedule, but available for students in the RSVP program or students going into technical fields.

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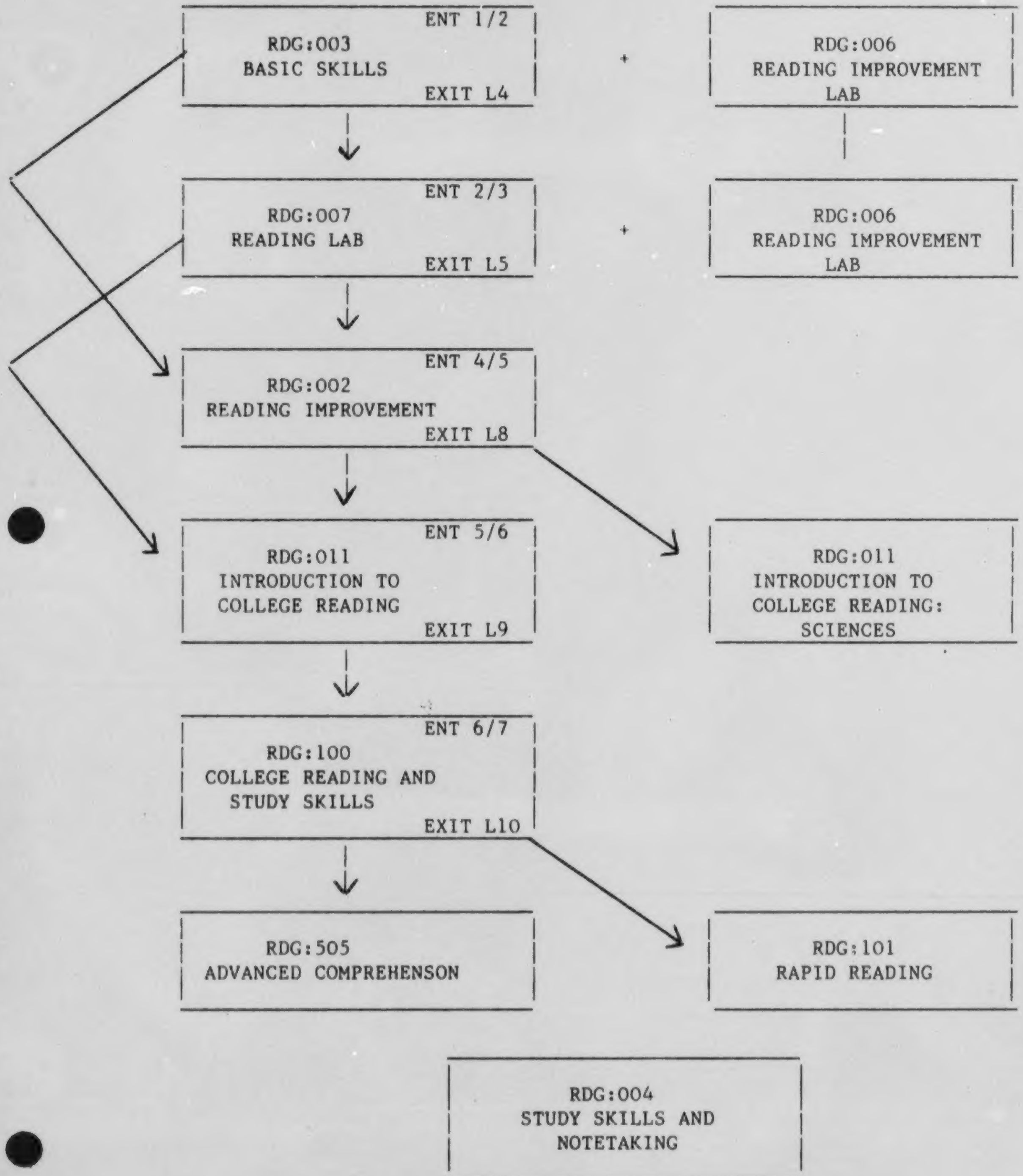
ST. LOUIS COMMUNITY COLLEGE AT FOREST PARK
READING DEPARTMENT


ENT 1/2
RDG:003
BASIC SKILLS
EXIT L4
+
RDG:006
READING IMPROVEMENT
LAB
ENT 2/3
RDG:007
READING LAB
EXIT L5
+
RDG:006
READING IMPROVEMENT
LAB
ENT 4/5
RDG:002
READING IMPROVEMENT
EXIT L8
ENT 5/6
RDG:011
INTRODUCTION TO
COLLEGE READING
EXIT L9
RDG:011
INTRODUCTION TO
COLLEGE READING:
SCIENCES
ENT 6/7
RDG:100
COLLEGE READING AND
STUDY SKILLS
EXIT L10
RDG:505
ADVANCED COMPREHENSON
RDG:101
RAPID READING
RDG:004
STUDY SKILLS AND
NOTETAKING

NOTE: Entrance levels are only guidelines; actual placement will be made on an individual basis by the Reading department.

St. Louis Community College

An equal opportunity and affirmative action institution.

APPLICATION FOR ADMISSION

Appendix B-1

PRINT LEGIBLY

SOCIAL SECURITY NUMBER

STUDENT NUMBER (new students omit)

0 0

RESIDENCE

☐ City of St. Louis
☐ St. Louis County
☐ Meramec Valley - R-3
☐ Other county of Missouri (Fill in below)
☐ Out of State or Foreign Country (Fill in below)

City ______________________

County ______ State or Country ______

BIRTHPLACE

City ______________________

County ______ State or Country ______

TELEPHONE NUMBER

Area Code ______ Number ______

DATE OF HIGH SCHOOL GRADUATION

Month ______ Year ______

Show month numerically as 01 for January 06 for June

Non-graduates of high school may be admitted if 18 years old and out of school for six months beyond end of the academic year last enrolled. Contact Admissions Office.

DATE OF OTHER COLLEGE ATTENDANCE

Month Year to Month Year
Month Year to Month Year
Month Year to Month Year

LEGAL NAME

Last ______ First ______ Middle ______

PREVIOUS NAME

Last ______

LEGAL ADDRESS

Number & Street ______

City ______ State ______ Zip Code ______

DATE OF BIRTH

Month ______ Day ______ Year ______

Show month numerically as 01 for January 06 for June

I plan to pursue the following curriculum: (regular students only)

____

PREDOMINANT ETHNIC ORIGIN (Check one)

☐ Foreign, non-resident
☐ Black, non-Hispanic
☐ American Indian or Alaskan native
☐ Asian or Pacific Islander
☐ Hispanic
☐ White, non-Hispanic

SEX

☐ M--Male
F--Female

VETERAN

☐ Y--Yes
N--No

NAME & LOCATION OF HIGH SCHOOL LAST ATTENDED

____

If you have a Missouri High School Equivalency Certificate, check the box ☐
If you have neither a High School Equivalency nor a High School Diploma, check this box ☐
If you have never attended any college, check this box ☐

NAME & LOCATION OF COLLEGES ATTENDED
other than St. Louis Community College

1 ______
2 ______
3 ______

STUDENT STATUS

☐ (R) Regular Student
(U) Unclassified

ENTRY STATUS

☐ (N) New Student to College
(R) Re-entry (former St. Louis Community College student)
(T) Transfer Student (new to St. Louis Community College)
(I) In District Transfer

CAMPUS PREFERENCE:

▨ Forest Park
▨ Meramec
▨ Florissant Valley

CAMPUS LAST ATTENDED

☐ Florissant Valley
☐ Forest Park
☐ Meramec

Date last attended: ______

I AM APPLYING FOR:

Year 19 ______

☐ Fall Semester - August
☐ Spring Semester - January
☐ Summer Session - June
☐ Inter-Session

INFORMATION NEEDED IN CASE OF EMERGENCY:

Name of Person to Notify (Last, First & Middle) ______

Relationship ______

Number & Street ______

City ______ State ______ Zip Code ______

Telephone Area Code & Number ______ - ______

I UNDERSTAND THAT FALSIFICATION OF INFORMATION ON THIS APPLICATION WILL SUBJECT THE STUDENT TO DISCIPLINARY ACTION, WHICH MAY RESULT IN DISMISSAL.

Signature ______ Date ______

This column is for office use only

LEGAL ADDRESS CODE

RESIDENCE

ETHNIC ORIGIN ☐

HIGH SCHOOL

CLASS

RANK

HIGH SCHOOL GRAD ☐

CURRICULUM

HIGH SCHOOL GRADUATION

Month Year

HIGH SCHOOL TRANSCRIPTS ☐

SESSION APPLIED FOR

COLLEGE CODES

VISA STATUS ☐

TEST SCORES ☐

FILE COMPLETION DATE

Month Day Year

SS 052
Revised 2/81

Information For Applicants

Please read the following information before filling out the Application for Admission. There is no application fee.

New freshmen and transfer students are admitted to the College each semester. However, *admission to the college does not ensure immediate admission to all of the programs the college offers.*

New and Transfer Students

A. Regular Students

You may -enroll in any amount of credit hours from 1 to 18 during the fall or spring semesters if you remain in good standing.

-be a candidate for a degree or certificate.

You should -complete the Application for Admission on the back of this sheet.

-submit official copies of all past academic work (high school, GED, and college). If you are transferring from another college, you should submit official transcripts from all previous colleges attended.

-take the Forest Park placement test if you wish to enroll in a math, English composition, or reading course and have not previously successfully completed these courses. Contact the Learning Achievement Center, 644-9257, Room G-229, for more information.

B. Unclassified Students

You may -enroll in a maximum of two courses not to exceed 8 credit hours. You may not enroll in a math, English composition, or reading course.

OR

You may -enroll in a maximum of three (3) courses not to exceed 9 credit hours if you have taken the Forest Park placement test. Contact the Learning Achievement Center, 644-9275, Room G-229, for more information.

You should -complete the Application for Admission on the back of this sheet.

Credits taken may count toward a degree or certificate upon reclassification to Regular Student status. (See Section A.)

Returning Students
(former St. Louis Community College students)

You should -complete the Application for Admission on the back of this sheet

-submit official copies of all past academic work completed that is not currently on file with the College

-take the Forest Park placement test if you wish to enroll in a math, English composition, or reading course and have not successfully completed such a course. Contact the Learning Achievement Center, 644-9257, Room G-229, for more information.

Dual Enrollment

If you are a junior or senior in high school, you may take courses not offered at your school or continue a course series beyond the level offered at your school. Contact the Admissions Office, 644-9127, for more information.

You should -complete the Application for Admission on back of this sheet.

-submit a Dual Enrollment form signed by your high school counselor or principal

-take the Forest Park placement test

Non-Graduates of High School

If you do not have a high school diploma or GED, you may apply and be admitted.

You should -complete the Application for Admission on the back of this sheet.

-submit official copies of the high school work you have completed.

-take the Forest Park placement test. Contact the Learning Achievement Center, 644-9257, Room G-229, for more information.

Your program selection will be limited until you have earned 15 credit hours. A high school diploma or GED Certificate is required for entrance to some of Forest Park's programs. For more information contact the Counseling Office, 644-9252, Room F-217.

How To Fill Out The Form

Please print legibly and fill out the form as completely as possible. Place only one (1) letter or number in each box.

Social Security Number
Your Social Security Number will become your student number. If you do not have a Social Security Number, a student number will be assigned to you.

Date of Birth, High School Graduation, College Attendance
Dates with only one (1) number should be preceded by a "0". For example, a person born on January 3, 1964 would fill in the spaces as follows:

0	1	0	3	6	4

Student Status

See Section A and B above to determine whether you are applying as a Regular or Unclassified student.

Mail or deliver this form in person to:

Admissions Office
St. Louis Community College at Forest Park
5600 Oakland Avenue, St. Louis, MO 63110

St. Louis Community College

An equal opportunity and affirmative action institution.

APPLICATION FOR ADMISSION - Reactivation

Appendix B-2

PRINT LEGIBLY

CIAL SECURITY NUMBER

☐☐☐☐☐☐☐☐☐

STUDENT NUMBER (new students omit)

0 0 ☐☐☐☐☐☐☐

RESIDENCE

- ☐ City of St. Louis
- ☐ St. Louis County
- ☐ Meramec Valley - R-3
- ☐ Other county of Missouri (Fill in below)
- ☐ Out of State or Foreign Country (Fill in below)

City ____________________

County ____________ State or County ____________

BIRTHPLACE

City ____________________

County ____________ State or Country ____________

TELEPHONE NUMBER

Area Code ☐☐☐ Number ☐☐☐☐☐☐☐

DATE OF HIGH SCHOOL GRADUATION

☐☐☐☐ nth Year — Show month numerically as: 01 for January, 06 for June

-graduates of high school may be admitted if 18 years old and out of school for six months beyond end of the academic year last enrolled. Contact Admissions Office.

DATE OF OTHER COLLEGE ATTENDANCE

Month Year ☐☐☐☐ to Month Year ☐☐☐☐

Month Year ☐☐☐☐ to Month Year ☐☐☐☐

Month Year ☐☐☐☐ to Month Year ☐☐☐☐

LEGAL NAME

Last ________ First ________ Middle ________

PREVIOUS NAME

Last ____________________

LEGAL ADDRESS

Number & Street ____________________

City ____________ State ________ Zip Code ________

DATE OF BIRTH

Month ☐☐ Day ☐☐ Year ☐☐ — Show month numerically as: 01 for January, 06 for June

I plan to pursue the following curriculum: (regular students only)

____

PREDOMINANT ETHNIC ORIGIN (Check one)

- ☐ Foreign, non-resident
- ☐ Black, non-Hispanic
- ☐ American Indian or Alaskan native
- ☐ Asian or Pacific Islander
- ☐ Hispanic
- ☐ White, non-Hispanic

SEX ☐ M--Male F--Female

VETERAN ☐ Y--Yes N--No

NAME & LOCATION OF HIGH SCHOOL LAST ATTENDED

____

If you have a Missouri High School Equivalency Certificate, check the box ☐

If you have neither a High School Equivalency nor a High School Diploma, check this box ☐

If you have never attended any college, check this box ☐

NAME & LOCATION OF COLLEGES ATTENDED other than St. Louis Community College

1 ____________________

2 ____________________

3 ____________________

STUDENT STATUS

☐ (R) Regular Student
(U) Unclassified

ENTRY STATUS

☐ (N) New Student to College
(R) Re-entry (former St. Louis Community College student)
(T) Transfer Student (new to St. Louis Community College)
(I) In District Transfer

CAMPUS PREFERENCE:

- ☐ Forest Park
- ☐ Meramec
- ☐ Florissant Valley

CAMPUS LAST ATTENDED

- ☐ Florissant Valley
- ☐ Forest Park
- ☐ Meramec

Date last attended: ____________

I AM APPLYING FOR:

Year 19 ☐☐

- ☐ Fall Semester - August
- ☐ Spring Semester - January
- ☐ Summer Session - June
- ☐ Inter-Session

INFORMATION NEEDED IN CASE OF EMERGENCY:

Name of Person to Notify (Last, First & Middle) ____________________

Relationship ____________________

Number & Street ____________________

City ____________ State ________ Zip Code ________

Telephone Area Code & Number ☐☐☐☐☐☐ - ☐☐☐☐

I UNDERSTAND THAT FALSIFICATION OF INFORMATION ON THIS APPLICATION WILL SUBJECT THE STUDENT TO DISCIPLINARY ACTION, WHICH MAY RESULT IN DISMISSAL.

Signature ____________________ Date ____________

This column is for office use only

- LEGAL ADDRESS CODE ☐☐☐
- RESIDENCE ☐
- ETHNIC ORIGIN ☐
- HIGH SCHOOL ☐☐☐☐☐☐
- CLASS ☐☐☐☐
- RANK ☐☐☐☐
- HIGH SCHOOL GRAD ☐
- CURRICULUM ☐☐☐☐
- HIGH SCHOOL GRADUATION ☐☐☐☐ Month Year
- HIGH SCHOOL TRANSCRIPTS ☐
- SESSION APPLIED FOR ☐☐☐☐
- COLLEGE CODES ☐☐☐☐☐☐
- VISA STATUS ☐
- TEST SCORES ☐
- FILE COMPLETION DATE ☐☐☐☐☐☐ Month Day Year

SS 052
Revised 2/81

Information For Applicants

Please read the following information before filling out the Application for Admission. There is no application fee.

New freshmen and transfer students are admitted to the College each semester. However, *admission to the college does not ensure immediate admission to all of the programs the college offers.*

New and Transfer Students

A. Regular Students

You may -enroll in any amount of credit hours from 1 to 18 during the fall or spring semesters if you remain in good standing.

-be a candidate for a degree or certificate.

You should -complete the Application for Admission on the back of this sheet.

-submit official copies of all past academic work (high school, GED, and college). If you are transferring from another college, you should submit official transcripts from all previous colleges attended.

-take the Forest Park placement test if you wish to enroll in a math, English composition, or reading course and have not previously successfully completed these courses. Contact the Learning Achievement Center, 644-9257, Room G-229, for more information.

B. Unclassified Students

You may -enroll in a maximum of two courses not to exceed 8 credit hours. You may not enroll in a math, English composition, or reading course.

OR

You may -enroll in a maximum of three (3) courses not to exceed 9 credit hours if you have taken the Forest Park placement test. Contact the Learning Achievement Center, 644-9275, Room G-229, for more information.

You should -complete the Application for Admission on the back of this sheet.

Credits taken may count toward a degree or certificate upon reclassification to Regular Student status. (See Section A.)

Returning Students

(former St. Louis Community College students)

You should -complete the Application for Admission on the back of this sheet

-submit official copies of all past academic work completed that is not currently on file with the College

-take the Forest Park placement test if you wish to enroll in a math, English composition, or reading course and have not successfully completed such a course. Contact the Learning Achievement Center, 644-9257, Room G-229, for more information.

Dual Enrollment

If you are a junior or senior in high school, you may take courses not offered at your school or continue a course series beyond the level offered at your school. Contact the Admissions Office, 644-9127, for more information.

You should -complete the Application for Admission on back of this sheet.

-submit a Dual Enrollment form signed by your high school counselor or principal

-take the Forest Park placement test

Non-Graduates of High School

If you do not have a high school diploma or GED, you may apply and be admitted.

You should -complete the Application for Admission on the back of this sheet.

-submit official copies of the high school work you have completed.

-take the Forest Park placement test. Contact the Learning Achievement Center, 644-9257, Room G-229, for more information.

Your program selection will be limited until you have earned 15 credit hours. A high school diploma or GED Certificate is required for entrance to some of Forest Park's programs. For more information contact the Counseling Office, 644-9252, Room F-217.

How To Fill Out The Form

Please print legibly and fill out the form as completely as possible. Place only one (1) letter or number in each box.

Social Security Number
Your Social Security Number will become your student number. If you do not have a Social Security Number, a student number will be assigned to you.

Date of Birth, High School Graduation, College Attendance
Dates with only one (1) number should be preceded by a "0". For example, a person born on January 3, 1964 would fill in the spaces as follows:

0	1	0	3	6	4

Student Status

See Section A and B above to determine whether you are applying as a Regular or Unclassified student.

Mail or deliver this form in person to:

Admissions Office
St. Louis Community College at Forest Park
5600 Oakland Avenue, St. Louis, MO 63110

28

St. Louis Community College
at Forest Park

EXPRESS REGISTRATION FORM

Appendix B-3

THIS FORM IS TO BE USED BY STUDENTS WHO ARE REGISTERING FOR TWO COURSES OR EIGHT HOURS. IT MAY NOT BE USED TO REGISTER FOR ENGLISH COMPOSITION, MATH, OR READING COURSES, BECAUSE OF PLACEMENT TESTING REQUIREMENTS.

PLEASE PRINT

LAST NAME ______ FIRST NAME ______ INITIAL ______

STREET ADDRESS ______ ZIP CODE ______

PHONE NUMBER ______ STUDENT NUMBER ______

☐ FALL SEMESTER
☐ SPRING SEMESTER of 19______
☐ SUMMER SESSION

RECOMMENDED COURSES (list labs on separate line)					**COURSE SCHEDULE**								
Day or Eve.	COURSE NAME	Credit Hours	Dept.	Course No.	Section No.	/	M	Tu	W	R (TH)	F	S	Room
						CLASS BEGINS							
						CLASS ENDS							
						CLASS BEGINS							
						CLASS ENDS							
						CLASS BEGINS							
						CLASS ENDS							
	TOTAL CREDIT HOURS												

THIS IS AN EXAMPLE OF HOW TO LIST YOUR CLASSES

Day or Eve.	COURSE NAME	Credit Hours	Dept.	Course No.	Section No.	/	M	Tu	W	R (TH)	F	S	Room
D	Introduction to Sociology	3	Soc:	100	001	CLASS BEGINS	9		9			9	A225
						CLASS ENDS	950		950			950	
E	Oral Communications	3	Com:	101	100	CLASS BEGINS		7		7			T103
						CLASS ENDS		820		820			
	TOTAL CREDIT HOURS	6											

***I, the undersigned, understand that I am limited to no more than TWO COURSES or 8 hours (for fall and spring) and to one course (for summer semester), and take full responsibility for selection of the above courses. Should I choose a course for which I have not the prerequisites or do not have departmental approval, I realize I may be subject to withdrawal from the courses.**

______
Student Signature

GO TO ROOM E 213 AFTER YOU COMPLETE THE COURSE SCHEDULE. YOUR REGISTRATION IS NOT COMPLETE UNTIL YOU HAVE PAID FEES TO THE CASHIER.

4/81

St. Louis Community College
at Forest Park

ACADEMIC ADVISING FORM

Appendix B-4

PLEASE PRINT

LAST NAME　　FIRST NAME　　INITIAL

STREET ADDRESS　　ZIP CODE

STUDENT NUMBER　　PHONE NO.

CURRICULUM

☐ FALL SEMESTER
☐ SPRING SEMESTER　　of 19______
☐ SUMMER SESSION
☐ OTHER

RECOMMENDED COURSES (LIST LABS ON A SEPARATE LINE)

Day or Eve.	COURSE NAME	CR. HRS.	COURSE NUMBER	SEC. NUMBER		M	T	W	R (TH)	F	S	ROOM
					CLASS BEGINS							
					CLASS ENDS							
					CLASS BEGINS							
					CLASS ENDS							
					CLASS BEGINS							
					CLASS ENDS							
					CLASS BEGINS							
					CLASS ENDS							
					CLASS BEGINS							
					CLASS ENDS							
					CLASS BEGINS							
					CLASS ENDS							
					CLASS BEGINS							
					CLASS ENDS							
					CLASS BEGINS							
					CLASS ENDS							

TOTAL CREDIT HOURS ☐

NOTES:

This is a tentative schedule and does not assure the student of space in a course or section and these classes can be cancelled.

☐ This form completed without the student record.

[illegible]

COUNSELOR/ADVISOR SIGNATURE　　DATE

FOR REGISTRAR'S USE ONLY

CURRICULUM________________
CUMULATIVE HOURS________________
CUMULATIVE G P A________________
TEST________________
SCORES________________

SS 002　11/81

St. Louis Community College

COURSE CHANGE / WITHDRAWAL FORM

W S
80

Appendix B-5

2
(4) ☐ Forest Park
2
(5) ☐ Florissant Valley
2
(6) ☐ Meramec

Session
☐ Fall
☐ Spring
☐ Summer
☐ ________

Year 19______

Student Name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Last Name

☐☐☐☐☐☐☐☐☐☐ ☐
First Name MI

Address ____________________
Street Address

____
City State Zip Code

3 11
Student No. ☐☐☐-☐☐-☐☐☐☐

Do Not Use	COURSES DROPPED Dept.	Course No.	Sec. No.	Instructor	Credit Hours

14 18 20 21

COURSES ADDED Dept.	Course No.	Sec. No.	Days of Week – Time	Room	Credit Hours

Effective Date ☐☐ ☐☐ ☐☐
22 Mo Day Yr 27

Reason for Change:
—— Class Cancelled
—— Conflict of Class Time
—— Lack of Prerequisite
—— Other ____________________

Number of Hours: Before change ______________

After change ______________

Authorizing Signature ______________ Date ______________

If withdrawing completely, obtain Librarian's Signature: ____________________
(Florissant Valley Only)

Are you receiving any financial aid including grants, loans, scholarships or Veterans' educational benefits? ☐ Yes ☐ No

I hereby affirm that the above information is, to the best of my knowledge, a true and accurate statement.

Date ______________ Student's Signature ____________________

DO NOT WRITE BELOW THIS LINE – FOR REGISTRAR'S USE ONLY

FALL AND SPRING SEMESTERS

Time of Official Withdrawal	Percentage Refund	
before the end of the week prior to the beginning of the semester	100%	☐
before the end of the second week of the semester	50%	☐
after the second week of the semester	none	☐

SUMMER AND INTERIM SESSIONS

Time of Official Withdrawal	Percentage Refund	
before the end of the week prior to the beginning of the session	100%	☐
before the end of the first week of the session	50%	☐
after the first week of the session	none	☐

Calculation of Refund:

Number of refund hours ______________
Gross refund ______________
Refund percentage ______________
Net refund amount ______________
Date prepared ______________
Authorization No. ______________

Authorizing Signature ______________

For Accounting Use Only

Payment made by:
Cash ______________
Check ______________

Waiver ______3______
V, MC ______________
Total ______________

Receipt No. ______________
V, MC Number ______________

SSO043 5/81

PLEASE PRINT PLEASE PRINT

ST. LOUIS COMMUNITY COLLEGE AT FOREST PARK
STUDENT ADDRESS CHANGE FORM

NAME ______________________ ______________________ STUDENT NO. ______________________
(last) (first)

CHECK ONE OF THE FOLLOWING: _____Currently Attending _____New Applicant _____Reactivation

1. CORRECT SPELLING OF NAME

FROM: ____

TO: ____

2. CORRECT ADDRESS

____
(number) (street)

____
(city) (state) (zip code)

Is this your legal address? _________Yes _________No

If no, please specify St. Louis City _________
St. Louis County _________
Other ____________________

3. CORRECT TELEPHONE NUMBER: ____(______)____________________

SIGNATURE ______________________________ DATE ____________________

St. Louis Community College

COURSE REPEAT FORM

Student Number ____________________ Student Name ____________________

Course to be repeated ____________________
COURSE NUMBER

When did you take this course before? ☐ Fall ☐ Spring ☐ Summer 19___ Year

Session in which the course is being repeated. ☐ Fall ☐ Spring ☐ Summer 19___ Year

By regular course ☐ By independent study or self-directed learning ☐

Regulation effective September, 1969:
In the event a student repeats a course, the latest grade earned will be used in calculating cumulative hours and cumulative grade point average. However, both course enrollments will appear on the transcript. The student has the responsibility of submitting a Course Repeat Form to the Registrar's Office before mid-term of the semester in which the course is being repeated.

____________________ Student's Signature ____________________ Date

____________________ Registrar's Signature ____________________ Date

---

(FOR OFFICE USE ONLY)

CODE	LOC	STUDENT NUMBER	PREVIOUS GRADE
C	☐	☐☐☐☐☐☐☐☐☐	☐
1	2	3 – 11	27

DEPARTMENT	SUBJECT	SECTION	HOURS	TRANSACTION ID
☐☐☐	☐☐☐	☐☐☐	☐	E
33 – 35	36 – 38	39 – 41	57	80

DISTRIBUTE AS FOLLOWS: White & Yellow to Registrar
Pink copy goes to student

S0015 Revised 6/80

Appendix B-8

UNCLASSIFIED STUDENT

An exception to the 9 hour limit is being made for

Name (last) (first) Student Number

(who has taken all three placement exams) for the following reasons:

☐ Financial Hardship (circle one)
  Social Security Veterans
  Railroad Retirement Vocational Rehabilitation

☐ To enable him/her to participate in an intercollegiate sport activity

☐ To complete eligibility semester required for entry to Allied Health or other program (please explain)

Counselor's Signature Date

Appendix B-9

St. Louis Community College
at Forest Park

RECLASSIFICATION AND/OR APPLICATION FOR CURRICULUM CHANGE

Name ______________________________ Student No. ______________
Street Address ______________________________ Date ______________
City ______________ State ____ Zip ________ Telephone No. ______________

I would like to change my student status from UNCLASSIFIED to REGULAR. _____ (check here)

Curriculum currently enrolled in: ______________________________

Curriculum wishing to pursue: ______________________________

Comments:

______________________________ Signature of Student

______________________________ Signature of Counselor (curriculum change only)

NOTE: This application DOES NOT constitute an automatic curriculum change. The Admissions Office will notify the applicant of the status of his request for curriculum change.

FOR OFFICE USE ONLY

Applicant's file processed by the Admissions Office.

Signed ______________________________ Examiner

Date ______________________________

Distribution: WHITE–Student; CANARY–File; PINK–Admissions Office

3-76 3M

ST. LOUIS COMMUNITY COLLEGE AT FOREST PARK
Office of **Ad**missions and Records
5600 Oakland Avenue
St. Louis, MO 63110

DATE________________

NAME____ STUDENT NO.________________

ADDRESS____ CITY_____________________

STATE____________________ ZIP__________________ PHONE____________________

CURRICULUM____

COLLEGE(S) ATTENDED PRIOR TO ENROLLMENT WITH **THE** JUNIOR COLLEGE DISTRICT:

_______________________________________ _______________________________________

_______________________________________ _______________________________________

As soon as your transcript(s) have been evaluated, you will receive a copy of the evaluation in the mail.

NOTE: No action will be taken on this request if you are an unclassified **student**.

Appendix B-11

REGISTRAR'S OFFICE
FOREST PARK COMMUNITY COLLEGE
Junior College District
5600 Oakland Avenue
St. Louis, Mo. 63110

NOTE: To Student:

In order to insure your records being transferred to another campus, please complete this form and return it to the Forest Park Community College.

NAME (Please Print) ____
Last First Middle

STUDENT NUMBER ____________________ Telephone No. ______________
(In case of new applicant, leave this line blank).

Please transfer my records to the ________________ campus of the Junior College District for the ______________ Semester, 19 ___.

Please check and complete:

___ I am a New Applicant for ________________ semester

___ I am currently attending classes at the ____________________ campus.

___ I am not at the present enrolled in the J.C.D. - Campus and semester of last attendance was ______________________.

- -

___ I plan to continue at the campus to which I am now applying for transfer.

___ I plan to return after one session to the campus I previously attended.

___ I am in ________________________ curriculum.

Signature ____________________

Date ____________________

St. Louis Community College

TRANSCRIPT REQUEST

Appendix B-12

Please Print

- A $2.00 charge is made for EACH transcript.
- You will be notified by postcard when your transcript is received.
- This request cannot be honored promptly unless all information is furnished.

Purpose of transcript ______

Student No. ______ Social Security No. ______ Birth Date ______

Student Name ______ Student FORMER Name ______

Student Signature ______ Date ______

Present Address ______ Home Telephone No. ______

City ______ State ______ Zip Code ______ Business Telephone No. ______

FORMER address (while in school) ______

Are you registered for CURRENT semester? ____ Yes ____ No If no, last semester registered in St. Louis Community College ____ Fall ____ Spring ____ Summer ____ Year

Location attended: ____ FP ____ FV ____ M Date enrolled first time at St. Louis Community College ______

Did you receive degree? ____ Yes ____ No Date of degree ______ In what curriculum? ______

Transcript instructions ☐ Send immediately ☐ Hold request and send after final grades for current semester are recorded. (Please note that grades are NOT posted until TWO WEEKS after semester ends)

☐ Hold request for posting of degree or certificate ☐ Hold request for (specify) ______

Please send transcript to:
No. of Copies

______ Person or office ______
Name of school or agency ______
Street address ______
City ______ State ______ Zip Code ______

______ Person or office ______
Name of school or agency ______
Street address ______
City ______ State ______ Zip Code ______

______ Person or office ______
Name of school or agency ______
Street address ______
City ______ State ______ Zip Code ______

For Office Use Only

COLLEGE CODE

COLLEGE CODE

COLLEGE CODE

FOR OFFICE USE ONLY

Total No. of Copies ______ Amount Paid ______

DATE SENT

AP0001 5/78

St. Louis Community College

REQUEST FOR COURSE SUBSTITUTION

☐ at Florissant Valley ☐ at Forest Park ☐ at Meramec

I. Request by Student:

I ______________________, ______________, request permission to make the following
Student Name Student No.

____
Street Address City State Zip

substitution(s) in the ______________________ curriculum:

		Course No.	Course Title	Cr. Hrs.
For deleted courses (use a separate form for each division)				
DELETE:	1.			
	2.			
	3.			
ADD:	1.			
	2.			
	3.			

Reason for Request: ______________________

Signature

II. Faculty Advisor's Recommendation:

☐ Approve ☐ Disapprove

Comment: ______________________

Signature Date

III. Division Chairperson's Recommendation:
(Curriculum Supervisor)

☐ Approve ☐ Disapprove

Signature Date

IV. Division Chairperson's Recommendation:
(Deleted Course Supervisor)

☐ Approve ☐ Disapprove

Signature Date

V. Action by the Dean of Instruction:

☐ Approve ☐ Disapprove

Signature Date

Distribution: White: Student Personnel Folder, Canary: Returned to faculty advisor after action by the Dean of Instruction
Pink: Student's copy after action by the Dean of Instruction

Form / IA 0001 / 11-76

St. Louis Community College
at Forest Park

5600 Oakland Avenue
St. Louis, Missouri 63110
Telephone 314/644-9100

APPLICATION FOR GRADUATION

1. PLEASE COMPLETE ALL ITEMS:

NAME ______________________ STUDENT NUMBER ______________
(ATTENDED UNDER)

FORMER NAME ______________________ CURRENTLY ENROLLED ____ YES ____ NO

ADDRESS ____
STREET (APARTMENT #) CITY STATE ZIP CODE

CURRENT PHONE NUMBER ______________________

CURRICULUM ______________________

Semester in which you expect to complete graduation requirements:

Spring ____ Year Summer ____ Year Fall ____ Year

Check here the degree which you expect to receive:

_____ Associate in Arts _____ Associate in Applied Science _____ Certificate

PRINT YOUR NAME AS IT SHOULD APPEAR ON THE DIPLOMA

____

Student's Signature ______________________

Date ______________________

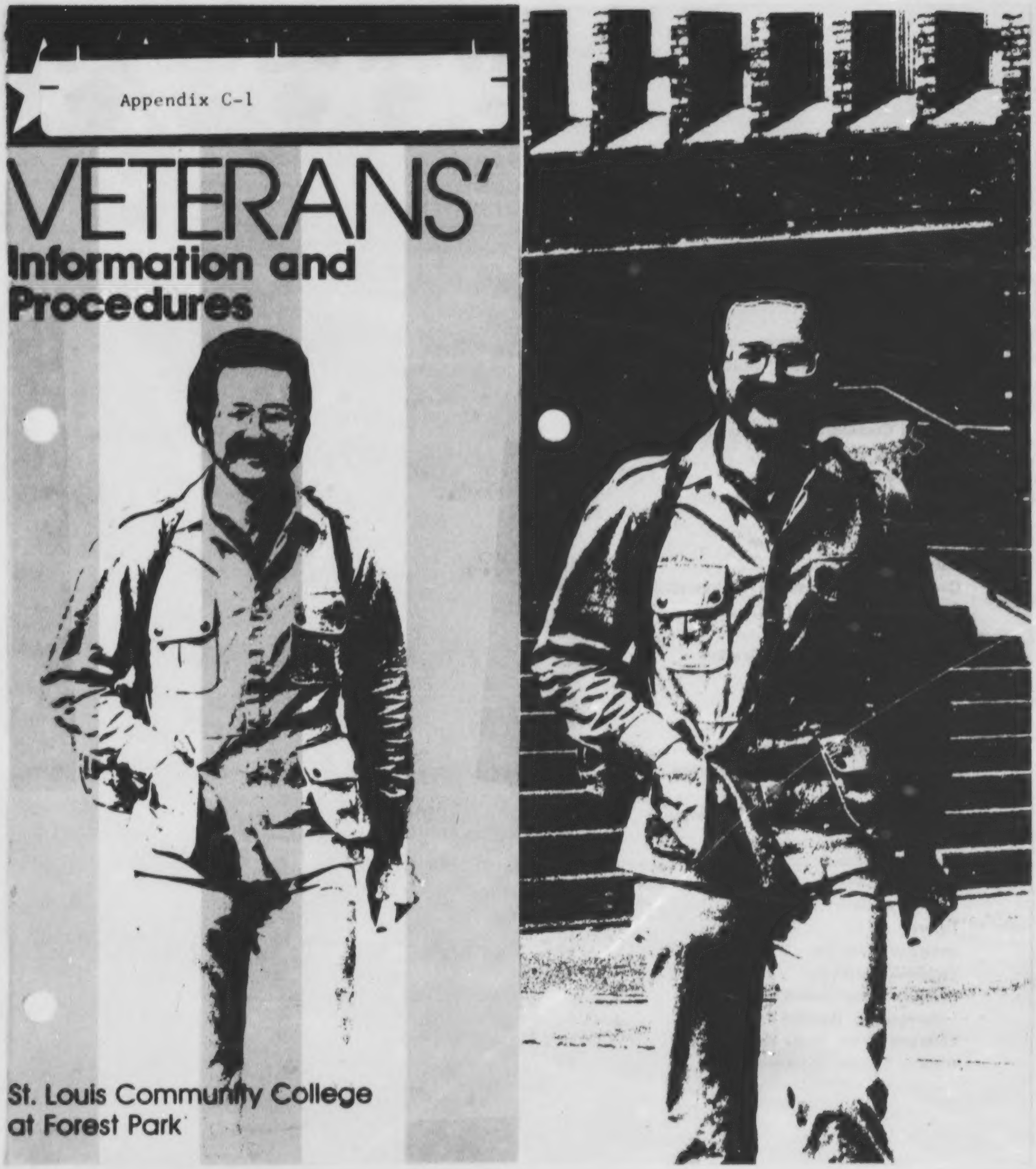
Have you received a degree previously? Check here _____ Yes _____ No

---

This application should be completed by the student and returned to the Registrar's Office U-200. Applications for graduation should be filed in the semester prior to the one in which the student expects to graduate but no later than November 1, for FALL, March 1 for SPRING, and June 1 for SUMMER. All applications received after these dates will not be processed until the next semester. It is understood that you have maintained contact with a counselor or advisor concerning qualifications for graduation according to the degree and curriculum requirements. The Registrar's Office will notify you prior to graduation as to your status.

St. Louis Community College is an equal opportunity and affirmative action employer.

Appendix C-1



VETERANS'

Information and Procedures

St. Louis Community College
at Forest Park

BEST COPY AVAILABLE

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Office of Veterans' Affairs (OVA)

Located in Room E-227.

Telephone No. 644-9226 and 644-9227

Hours: Monday, Tuesday and Wednesday
8 a.m. - 7 p.m.
Thursday - 8 a.m.-5 p.m.
Friday - 8 a.m. -4:30 p.m.

Services Provided

(1) Informational Services for School and Veterans' benefits
(2) Certification for educational benefits
(3) Referral Services
(4) Assistance in completion of Veterans Administration forms
(5) Assistance with pay problems and procedures
(6) Information concerning eligibility for Veterans' Benefits

Admission to the College

Admission to the College is necessary before a Veteran can be certified for Veterans' Educational Assistance benefits. A student applying for admission for the first time must complete an application for admission. A student returning to the college after being out more than one semester must complete a reactivation request. A returning student must use the student number previously issued.

Admissions Procedures

(1) Complete application for admission or reactivation request as applicable.
(2) Provide the admissions office with an official copy of high school transcript if applicable.
(3) Provide the admissions office with a copy of GED scores if applicable.
(4) Provide the admissions office with a copy of previous college transcripts if applicable.
(5) Submit complete health history form (included with application) to the admissions office.
(6) Letter of acceptance will be mailed to home address after all admissions procedures have been completed.

Admissions Status

(1) Regular status:

All admissions requirements have been fulfilled. Student is admitted to a curriculum. Student is not limited in number of hours of credit.

(2) Unclassified status:

Applicant has submitted an application for admission. Unclassified students are not admitted to a curriculum, but credits taken may be applied toward a degree upon change of status to regular student. You also are limited to a maximum of two courses in any given semester, not to exceed eight credit hours.

PLEASE NOTE:

A veteran may receive educational assistance benefits for only one semester as an unclassified student. You must be reclassified to regular student status ***before*** the start of the following semester in order to continue benefits. You must also be listed in a ***specific*** curriculum when you change your status to regular. When you make the change at Records and Admissions, you must inform this office immediately.

You must make sure that all the courses you take will count towards your degree. You can no longer "just take courses". You **must** be working towards a degree (transfer or career).

Placement Test / Academic Counseling

All students wishing to take an English Composition, math or Reading course will be asked to take the Forest Park placement test. Call 644-9257 for more information.

After being admitted to the college and taking the placement test, a student may make an appointment for counseling and for the scheduling of classes by calling 644-9252 or by going to Room F-217. Students are urged to make an appointment with a counselor or advisor in order to insure proper programming. Veterans are urged to make an appointment with Doris Latta, the Veterans' Counselor.

An academic advising form completed and signed by a counselor or advisor is necessary before registration is permitted. It is your responsibility to make certain that the courses you take are necessary for graduation in your program. Your training time that has been reported to the VA will be adjusted at the time it is determined you are taking or have taken a course or courses not needed for graduation.

Registration

Registration is conducted in three phases: Advanced, Regular and Late. The dates for all registration periods are included in the printed schedule of classes which is published each semester. Veterans are encouraged to take advantage of the Advanced Registration period if at all possible.

Four steps are involved in registration:
(1) Placement test - call 644-9257
(2) Academic counseling or advising - call 644-9252
(3) Registration - room E-213
(4) Fee Payment - cashiers office, first floor, College Center

Registration is not complete until tuition and fees have been paid!

Application for Veterans' Educational Assistance Benefits

Documents to be submitted:

(1) DD-214
(2) Marriage Certificate if married
(3) Divorce decree if divorced
(4) Birth Certificates for all dependent children
(5) Paid Fee Receipt for tuition and fees
(6) VA File Number if one has been issued
(7) Letter of Acceptance from the school (if required).

Eligibility

A veteran is eligible for VA educational benefits if she/he has served as least 181 days of continous service or if she/he was released from active duty for a service connected disability. A person currently in service is eligible if she/he has served on active duty for more than 180 days.

Eligibility ceases at the end of 10 years from the date of last release from active duty. A veteran who received a Dishonorable Discharge is not eligible for VA benefits.

Each eligible veteran is entitled to 1½ months of educational assistance for each month of his or her service on active duty. If a veteran has served for 18 months or more, she/he is entitled to benefits for 45 months.

Developmental Studies

Veterans who have never completed high school or its equivalent or who need refresher or remedial courses are given an opportunity to receive the needed training. Forest Park offers the General Education to help students "get into" or "back into" academic life. These courses may be taken without charge against the veteran's G.I. Bill entitlement.

Please refer to the list of approved developmental courses available at the OVA.

Disability and Survivors' Benefits

The VA will pay up to $342 per month to help educate the spouse or widow(er) and each son and daughter of a veteran whose permanent and total disability is service connected or whose death was service connected. Generally, but with some exceptions, such payments are for college level or other post-high school training. For more information please contact OVA.

Certification for Enrollment

Veterans enrolled at least half-time (six semester hours of credit) will be certified for enrollment for an entire year (Summer, Fall, Spring) if they intend to go to school all three sessions. Remember: the longest period of certification available at one time is for one year only. During each semester, all veterans must contact the OVA to extend their certification. If you wait too late in the semester, there will be an unnecessary break in your benefits.

PLEASE NOTE: Payment through the break is not "in addition to". It is charged against your entitlement.

Minimum Standards of Progress

All veterans who are receiving VA benefits must maintain minimum standards of progress in order to continue those benefits. At the present time we are using a grade point average (GPA) to determine measurable progress. You should keep in touch with the OVA to be sure that your benefits will continue. As before, there is a probation period during which you have an opportunity to attain the proper GPA for the number of hours you have completed.

If you attempt two or more unit subjects in a given semester and accumulate no credit in those courses, you will not be eligible for further benefits until you have received Counseling and Testing at the VA Regional Office.

You have a thirty (30) day non-penalty period at the beginning of every semester during which you may drop courses with no problem. If you withdraw, or are withdrawn by an instructor, after this period, you will be required by the VA to repay all money that you have received for that course for the entire semester. If there are special circumstances surrounding your withdrawal, the VA will consider them when determining the overpayment amount. You should contact the OVA if you have any questions. Also, all grades other than A, B, C, D, F, and I will be treated as W's. After one semester I's which have not been changed will be reported to the VA. You have one year from the date you received the "I" to complete the course and report the completion to the OVA and/or the VA. At the end of that year the VA will treat the "I" as a W and will assess an overpayment. **You cannot receive VA benefits for a course if you are taking the course to satisfy an incomplete or if you have already received a passing grade in the course.** It is your responsibility to make certain that you are not getting paid for satisfying an incomplete or for retaking a course in which you have received a grade of "D" or better.

Attendance

Students are expected to attend classes. Excessive absences, as determined by the instructor, may result in a failing grade for any course. A student who is excessively absent from class, as determined by each instructor, must either withdraw from the class himself, or must accept the final grade given by the instructor. (This grade may be an "F.") Withdrawals must be reported to the Veterans Administration by the OVA within 30 days after the last date of attendance.

Veterans' Responsibilities for Maintaining Benefits

As a veteran requesting Veterans' Administration Educational Assistance Benefits, you have the below listed responsibilities if you are to maintain those benefits:

(1) Veterans will not receive benefits for W's and PR's.

(2) You are responsible for maintaining satisfactory progress toward your educational goal or objective. Minimum progress is based on hours completed and cumulative grade point average as follows:
12 Credit Hours completed — Minimum grade point average of 1.00
24 Credit Hours Completed — Minimum grade point average of 1.25
36 Credit Hours Completed — Minimum grade point average of 1.50
48 Credit Hours Completed — Minimum grade point average of 1.75
64 Credit Hours Completed — Minimum grade point average of 2.00

(3) You will be penalized for any course from which you withdraw after the first 30 days of the semester. You must be certain that every course you take will count towards your degree.

(4) You are responsible for reporting to the Veterans Office immediately if you stop going to school. **You must withdraw officially if you are not attending classes.**

(5) It is your responsibility to notify the Veterans' Office each semester that you have enrolled. There is always a possibility that your benefits will be terminated if you do not notify the office after you have registered and paid your tuition.

(6) Veterans may extend benefits for the next semester any time during the current semester.

VA will not pay for non-credit courses such as G.E.D. courses.

PLEASE NOTE:
You must notify the OVA before the second week of classes each semester that you have returned to school! If you have not provided the OVA with a paid fee receipt as evidence of registration by the start of the second week of classes, your benefits will be terminated!

Notification to the Office of Veterans' Affairs

All veterans who are certified for enrollment are responsible for notifying the OVA when they reduce or increase the number of hours of credit or when they terminate enrollment. Failure to notify the OVA may have a drastic effect on the Veterans' Education Assistance Benefits. The Veteran is personally liable for any overpayment received when she/he fails to submit timely notification to the OVA.

Advanced Payment

An advanced payment check may be requested from the Veterans Administration if application is made at least 30 days before the start of the semester. In order to be eligible for Advance Pay, the veteran must have a full calendar month break between training periods. For example, if the student's prior term ended in May, Advanced Payment would be in order for enrollment beginning in July, since June is a full calendar month.

The advanced payment check is mailed to the school for the veteran. The veteran is notified when the check arrives at the school. The check will be issued to the veteran when she/he has presented proper identification. The advanced pay check is for the purpose of registration and payment of fees.

Advanced payment is not "in addition to". Advanced payment is payment for the first partial month and next full month of the semester.

The college has no deferred payment plan. If the advanced payment check does not come before registration ends, the Veteran must assume responsibility for registration and fee payment. A **student is not enrolled in classes until she/he has paid tuition and fees.**

There is no such thing as "reimbursement of tuition if I pay it out of my pocket." An eligible veteran receives monthly educational assistance benefits based on the number of semester hours of credit in which she/he enrolls and the number of dependents she/he claims.

Independent Study

Veterans may not take courses on Independent Study and expect to receive normal benefits. If you are taking an Independent Study course you should contact the Office of Veterans' Affairs (OVA) immediately.

Courses in the Continuing Education Division

Only those courses listed in the "college and career parallel credits" section of the class schedule are approved for VA benefits. Those listed in any other section are not approved for VA benefits. Remember: Even though the course is approved for VA benefits, it may not be required for your program. You must be sure that every course you take applies to your curriculum.

Certificate Programs

No certificate program at Forest Park is approved for VA benefits. Anyone interested in obtaining a Certificate of Proficiency should contact the OVA.

Audited Courses/Credit by Exam

Veterans will not receive benefits for audited courses or for courses where credit was earned for the entire course by taking an exam rather than attending the class.

Tutorial Assistance

Veterans who are receiving at least half-time benefits are entitled to $72 per month for tutorial assistance in addition to educational benefits. Veterans who are having difficulties in courses should come to the OVA to get information about tutoring.

Tutors

Veterans who feel that they are qualified to tutor other veterans should leave their names at the OVA.

Veterans' Work Study Program

Veterans attending school on a full-time basis are eligible to participate in the Veterans' Work Study Program. An eligible veteran is allowed to work a maximum of 250 hours per semester at $3.35 per hour. The work must be in an area related to Veterans' Affairs. This allows a veteran to obtain up to $775 per semester while working part-time. The Work Study Program is limited; therefore, any Veteran interested should contact the OVA prior to the start of the semester or early in the semester.

Application for Graduation

Veterans are encouraged to apply for graduation at least one semester in advance of the semester in which they hope to graduate. This early application helps to ensure that you are able to take the proper courses needed to graduate. If you wait till your last semester is over to find out that you need one more course to graduate, **you will probably not get paid to finish your degree.**

Babysitting Services

Forest Park offers these services to students and staff when classes are in session. The center is in operation Monday through Friday for toilet-trained children ages 2-5. The fees are quite nominal. For information contact the Student Activities office in the College Center.

Handicapped Facilities

St. Louis Community College at Forest Park is one of the best equipped campuses in the nation for handicapped students. No area of the college is inaccessible to students in wheelchairs or with other disabilities.

Veterans' Counselor

Mrs. Doris Latta, the Veterans Counselor, is located in Room F-214. She has both day and evening hours for your convenience. She is a professional counselor and can assist with personal problems, clarifying educational objectives, and academic counseling. Please contact her to discuss your curriculum and career goals. All Veterans are urged to make appointments with Mrs. Latta through the Counseling Office at 644-9252 or in F-217. Mrs. Latta can help you avoid needless complications while you attend Forest Park.

Transfer Students

You have one semester to submit official transcripts to the Records Area. You must REQUEST an official evaluation and then notify the OVA of the evaluation. If you do not comply with this request, you will not be certified for benefits.

Counseling Center

The Counseling Center is located in F-217. Counseling and vocational testing services to aid career exploration, educational and training requirements for jobs, and salaries and occupational outlooks for careers at the local, state and national level are readily available. Information plan sheets and college catalogs are also available to help you design your career or transfer program.

PLEASE NOTE:

You must notify the OVA before the second week of classes each semester that you have returned to school! If you have not provided the OVA with a paid fee receipt as evidence of registration by the start of the second week of classes, your benefits may be terminated!

Timing is very important. Plan ahead to ensure that your educational endeavor will be as pleasant as possible. Nearly all aspects of your education will be subject to a timetable. **START EARLY.**

Veterans Benefits

New Rates for Veterans Effective October 1, 1980

	No Dependents	One Dependent	Two Dependents	Each Additional Dependent
Full-Time (12 credit hours)	$342	$407	$464	$29
Three-Fourths (9, 10, 11 hrs.)	$257	$305	$348	$22
Half-Time (6, 7, 8 hrs.)	$171	$204	$232	$15
Less Than Half-Time	At the rate of the cost of tuition and fees			

Summer Rates for Veterans

	Evening Session
Full Time	6 hours
Three-quarter Time	4-5 hours
Half-Time	3 hours
Less than half-time	1-2 hours

Mini Session

Full-Time

Developmental/Refresher Courses

The courses listed here are considered developmental or refresher courses and are suggested to those veterans who need training in certain areas in order to handle regular college courses. You will receive benefits for these courses; however, the benefits will not be subtracted from your basic entitlement. This means that if you carry nine hours of regular courses and three hours of developmental courses, you will be paid at full time; it also means that the VA will only subtract the equivalent of three-quarter time from your total eligibility. Please remember that this office will be monitoring those who take these courses and that you will not be certified for developmental courses if you have already exhibited a proficiency in that area.

Fundamentals of Drafting	3 credits
English Composition (Developmental)	3 credits
English as a Second Language	3 credits
Communications I	3 credits
Basic Mathematical Skills	3 credits
Introduction to College Studies	3 credits
Nursing Math (8 week course)	1 credit
Arithmetic for Nurses (8 week course)	1 credit
Writing Lab	1 credit
Basic College Issues	3 credits
Basic Chemistry	3 credits
Basic Science I	3 credits
City Politics	3 credits
Basic Sociology	3 credits
Basic Mathematics	3 credits
Elementary Algebra	3 credits
Elementary Geometry	3 credits
Modern Basic Math I	3 credits
Spelling Improvement	1 credit
Reading Improvement	1 credit
Developing a College Vocabulary	1 credit
Reading Lab	2 credits
Basic Skills	1 credit
Introduction to College Reading	3 credits
College Reading and Study Skills	3 credits

Work or Military Experience

Credit from non-accredited institutions and/or credit for work experience may be granted for appropriate courses on the basis of a written or oral examination. The dean of instruction will approve the granting of such credit upon recommendation of appropriate faculty members. A student requesting credit under this provision should first contact the Registrar's office. Experience in the armed services service schools may be considered for credit based upon recommendations of American Council on Education Commission on Accreditation of Service Experiences as stated in the "Guide to the Evaluation of Education Experiences in the Armed Services."

College Level Examination Program [CLEP]

The College Level Examination Program [CLEP], sponsored by the College Entrance Examination Board, is designed to evaluate educational experiences obtained through wide reading, job experience and non-college training programs such as courses in the military and adult education.

CLEP examinations are divided into two types: general and subject. St. Louis Community College at Forest Park will consider granting credit for either or both the general and subject examinations. When the examination is similar in content to a course or courses offered by St. Louis Community College at Forest Park, credit will be equated to a specific course or courses. When no course equivalent for the examination exists at Forest Park, credit may be granted as elective hours in the same field as the examination. Credit will be recorded on the student's record in the same manner as credit transferred to Forest Park from another institution. Students will not be given college credit for CLEP exams if the student has college credit or the equivalent or similar courses.

Individuals interested in taking CLEP exams may obtain information about testing centers, test descriptions, and registration procedures by contacting one of the following: St. Louis County Library Reference Department, 994-3300; or St. Louis Public Library Public Relations Office, 241-2288. Students interested in obtaining college credit should have a copy of their test scores sent to the registrar's office and personally request that the office evaluate test score transcripts for college credit. CLEP tests are given at many colleges and universities throughout the United States, and 1,500 institutions accept CLEP credits.

Appendix D-1

FINANCIAL AID
1982-83

St. Louis Community College

at Forest Park

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Introduction to Financial Aid

It is important that you understand the programs, policies, and procedures of the St. Louis Community College at Forest Park Student Aid office.

The administration of financial aid at colleges and universities in the United States is extremely complex because of the many federal, state, and local agencies that provide and regulate these resources. For this reason, we have produced the Financial Aid Bulletin. It is in your best interest to review it carefully.

As a consumer of educational services and programs, you should fully understand the financial assistance to which you are entitled as a student at Forest Park.

St. Louis Community College at Forest Park has a strong student financial aid program that can help you attend the College. Each year about two thirds of our students receive aid through our program.

The forms you are asked to complete are absolutely necessary. The forms are analyzed through a computer process so we can determine how much and what kind of aid you may receive. All forms should be completed accurately and honestly. All information you give is held in strict confidence.

If you have any questions or need any information not found in this booklet, please call or visit one of our financial aid interviewers.

The Office of student aid is located on the 2nd floor of the College Center and is open from 8:00 a.m. to 7:30 p.m. Monday through Thursday, and from 8:00 a.m. to 4:30 p.m. on Friday (314/644-9117).

Aid Programs at Forest Park

St. Louis Community College at Forest Park offers four basic categories of financial aid.

Scholarships are awarded based on academic achievement and do not require repayment. Financial need is not a criterion for eligibility for most scholarships.

Grants are awarded based on financial need and do not require repayment.

Loans are low-interest awards that must be repaid after the student ceases to be enrolled in an institution of higher education.

Work-Study is an award for which the student must work. Money is earned hourly and paid on a bi-weekly basis.

Most offers to students are made up of a combination of these forms of aid and are referred to as "financial aid packages."

Grants

Pell Grants

The Pell Grant program guarantees each eligible student carrying at least six credit hours a grant that cannot exceed ½ the cost of education. Students may receive a Pell Grant for the period required to complete the first undergraduate bacculaureate course of study.

A student may apply for a Pell Grant by completing the Family Financial Statement (FFS). (See page 14.)

Supplemental Educational Opportunity Grants

The Supplemental Educational Opportunity Grant Program (SEOG) is for students of exceptional financial need who without the grant would be unable to continue their education.

If you receive an SEOG, it cannot be less than $200 or more than $2,000 a year. Normally, an SEOG may be received for up to four years. However, the grant may be received for five years when the course of study requires the extra time.

The Missouri State Grant Program

This program provides grants to students for a maximum of one-half the cost of tuition and fees. Financial need is a factor in determining student awards. Completion of the Family Financial Statement is considered application for a Missouri State Grant.

Loans

Nurses Training Act Loan

This loan was established by the federal government to provide long-term loans at low interest rates to students enrolled full-time in a nursing program leading to an associate or baccalaureate degree in nursing. No interest accrues during the time of enrollment. Repayment may be made over a ten-year period beginning twelve months after the borrower graduates.

Loans of up to $2,500 a year not to exceed a total of $10,000 are available to qualified needy students attending accredited schools of nursing. Interest is 3 percent.

Missouri Guaranteed Student Loan

This higher interest (9%) loan is available to almost any student. A private lender such as a credit union or bank or sometimes a school or state agency makes this loan directly to you. A student can borrow up to $2,500 per academic classification or a total of $12,500 for 4 years.

Short-Term Loans

A limited amount of short-term loan money is available to aid students who because of some unforeseen situation become short of funds for tuition and fees.

Students repay loans in the Cashier's Office thirty days after the loan is issued or per individual agreement within the semester.

College Work-study

The College Work-Study Program (CWSP) provides jobs for students who have financial need and who must earn a part of their educational expenses.

The Office of Student Aid arranges College Work Study Program jobs on campus or off campus with a public or nonprofit agency such as a hospital, YMCA, or school. If you are eligible, you may be employed for 40 hours per week during the summer and could average 20 hours per week during the academic year.

In arranging a job and determining how many hours a week you may work under this program, the financial aid officer will take into account: (1) your need for financial assistance; (2) your class schedule; and (3) your health and academic progress. In general, the salary you receive is at least equal to the current minimum wage.

Payment of Aid Awards

All student aid award payments are made by check, payable to each student receeipient. Checks are claimed in the Cashier's Office on campus.

Contributed Tuition

There are a number of companies which administer funds for educational assistance. Students whose fees are to be paid by a company or organization should notify them of their intention to attend St. Louis Community College and request that the company file the proper documents at the College's Administrative Center at least one week prior to the date on which the payments are to be made.

Other Forms of Assistance

Additional funding sources for Forest Park students may include the Social Security Administration, the Veteran's Administration and the Department of Vocational Rehabilitation. Information on eligibility can be obtained in the Financial Aid Office.

Two factors affect your eligibility for financial aid. First, is the determination of your ''financial need;'' that is, the amount of aid you may receive. The second factor is the determination of your program eligibility; that is, the type of aid you may receive.

Here is how financial need is ascertained: First, the expenses for a student's academic year (living and educational costs) must be calculated, taking into account a variety of factors, such as living accomodations and marital status.

Second, the expected contribution by the student and his/her family toward the student's yearly expenses is determined.

Finally, the resources contributed by the student and family are subtracted from the expenses. The remaining amount is referred to as the student's ''financial need.'' This amount of ''financial need'' determines the amount of financial aid awarded.

All students applying for financial assistance are interviewed by financial aid staff. At the time of the interview financial need is evaluated as is program eligibility.

Selection Process: Financial Aid Recipients

The type of "financial aid package" that is constructed is based on the amount of financial need, the academic ability of the student, the interests and skills of the student and the federal statutes that govern the programs.

1. Students must apply for financial aid on a timely basis using the appropriate form. (Family Financial Statement)
2. Students are notified by letter to make an appointment for an interview with the Financial Aid Office based upon receipt of the comprehensive Financial Aid Report.
3. Students must make appointments for financial aid interviews.
4. All potential financial aid recipients must meet the following conditions:
    a. Admission to St. Louis Community College-Forest Park.
    b. Good academic standing according to the financial aid standards of progress.
    c. Cannot owe an overpayment on any Title IV aid.
    d. Must plan to be enrolled in at least six credit hours.
    e. Must not be in default on a National Direct Student Loan or a Guaranteed Student Loan.
    f. Must show financial need based upon accurate data.
    g. Must not have attempted more than 75 credit hours while in receipt of campus-based financial aid.
    h. Must not have received a Bachelors Degree or an Associates Degree, except under special conditions to be approved by the Director of Financial Aid.
    i. Must generally maintain at least a 2.0 cumulative grade point average.
5. All campus-based aid (College Work-Study, S.E.O.G., Nursing Loan, will be awarded on a first-come, first served basis. basis.
6. All requests for campus-based financial aid which cannot be fulfilled on initial request will be referred to a waiting list and then taken on a first-come, first served basis.
7. Financial aid awards through specific programs may not be made based upon the professional judgement of the financial aid counselor.

Vocations

Student Consumer Information and Financial Aid

The U.S. Office of Education, in section 493A of the Higher Education Act as amended in 1976, requires post-secondary educational institutions to disseminate (upon request) relevant, candid information on a variety of topics to prospective and enrolled students.

Students, as education consumers, should have full and up to date information available to them in order to make wise decisions about their educational futures.

The basic information mandated by federal legislation is set forth in this Bulletin. Additional information is available in other St. Louis Community College at Forest Park publications. Complete information on academic programs, facilities, and faculties is available in the General Catalog. Data describing student retention at St. Louis Community College at Forest Park can be obtained from the Dean of Instruction.

Satisfactory Academic Progress for Financial Aid Recipients

The educational amendments of 1976 require St. Louis Community College to implement criteria for determining that a student is in good standing and maintaining satisfactory progress in his or her course of study. Students enrolled at St. Louis Community College are expected to comply with the following academic regulations. Note: These regulations differ from those which are applied to other students at the College.

Academic progress shall be regarded as satisfactory when that student completes and passes at least 50% of the hours enrolled during a semester.

Probation

A student receiving financial assistance who does not pass or drops below six hours of academic credit or who does not pass or drops more than 50% of hours enrolled, whichever is greater, during a semester can receive financial assistance the succeeding semester upon enrolling for six academic hours or more.

Termination

A student receiving financial assistance who did not pass or had dropped below six hours of academic credit or who did not pass or had dropped more than 50% of hours enrolled, whichever is greater, during preceding semester of enrollment and who *again* does not pass or withdraws to below six hours of academic credit

or does not pass or withdraws from more than 50% of hours enrolled during the current semester may not receive financial assistance the succeeding semester of enrollment.

A student receiving financial assistance who fails, withdraws, and/or receives an incomplete for all classes for which he/she enrolled for the semester will not receive financial assistance the succeeding semester of enrollment. Such a student will be considered as having made no progress in his/her course of study.

Appeal

Student appeals resulting from termination from Federal financial aid programs will be channelled through the Financial Aid Office.

Re-instatement

A student may receive financial assistance if during those succeeding semester(s) he/she enrolls in and accumulates twelve or more satisfactory academic credit hours.

Validation

Since the inception of the Pell Grant program in 1973, there has been a growing concern over the possibility of abuse of the program on the part of program participants. As a result of this concern, the Office of Education launched a validation effort in the Fall of 1978. The validation program requires institutions to monitor very closely the information presented on the Student Eligibility Reports submitted to them for payment. In addition, a selected number of students each year are required to complete a federal validation form and submit documents to verify items on their report such as income, assets and number in the household. No student may receive a grant payment until all validation requirements have been met.

Additional information on validation may be obtained in the Student Aid Office.

Overfunds

All students who receive federal and/or state financial aid are eligible for certain dollar amounts based upon the number of credit hours they enroll in. If the number of credit hours changes due to drops, class cancellations, total withdrawal or "unofficial" withdrawal (never attending a class) the student in question will probably have to repay some or all of the money he/she received back to the federal or state government.

Scholarships

Name of Scholarship	Number	Value	General Qualifications
St. Louis Community College Trustees' Scholarship	30 per year (approximately)	**$500/year (full-time)** **$250/year (part-time)**	Applicants for academic scholarships must rank in the upper fifth of their High School Class. Applicants for activity scholarships must rank in the upper 60% of their High School Class. Applicants who are continuing students will be judged on other relevant criteria.
American Business Women's Association	One per year	$500.00/year	Applicant must be a business major and must have a better than average grade point.
Northeast Missouri State University Junior College Scholarship Program	Unlimited	Full-tuition	Applicants must be transfer students who have completed a minimum of 60 hours at Forest Park and must have a 3.0 grade point average.
Heinz and Golden Plate Scholarship	Unlimited	Full-tuition	Applicants must be enrolled in the food-service management curriculum on a full-time basis.
National Secretaries Association Scholarship	Unlimited	Full-tuition	Applicants must be full-time Forest Park students who have completed at least one semester of the Executive Secretarial course.
National Association of Women in Construction Scholarship	Unlimited	Full-tuition	Applicants must be pursuing degrees related to the construction industry.
Daughters of Isis Scholarship	One to four per year	Full-tuition	Applicants must be full-time students and must be in good standing academically.
Aetna Scholarship	Four per year	$500.00/year	Applicants must be full-time students who are eligible to receive Supplemental Grant funds.
Hotel, Motel and Restaurant Management Scholarship	Unlimited	Full-tuition	Applicants must be enrolled in the food service management curriculum and must be in good standing academically.
David Kuester Memorial Scholarship	One to four per year	Full-tuition	Applicants must show an interest and promise in writing. Applicants must also have completed at least 15 hours at Forest Park.
Sally Taylor Memorial Scholarship	One per semester	$150.00/semester	Applicants must be full-time students in a Life Sciences Major or an Allied Health Program. Applicants must also have completed at least nine semester hours in Life Science or Math courses, must have accumulated at least 30 semester hours at Forest Park and must have a 3.0 cumulative G.P.A.

(A more complete listing of scholarships is available in the Student Aid Office.)

Special Funds

Fund	Purpose
Faculty Emergency Loan Fund	To provide emergency assistance for students needing funds for books, transporation or personal expenses. Funds are limited and are issued on a first come—first served basis.
James Riley Tutorial Fund	To provide qualified upper division and graduate tutors for students having basic skills difficulties in behavioral science courses at Forest Park.

Basic Grant Award Re-Calculation

Occasionally students who enroll in a certain number of credit hours at the beginning of a semester decide to add additional credit hours later, and as a result wish to have their grant awards adjusted. This adjustment must take place prior to the first day of classes each semester.

Dependent or Independent

Status as a dependent or independent student is based on information obtained from the Family Financial Statement (FFS) supplied by the American College Testing Program (ACT). To determine whether a student is dependent or independent the following questions must be answered. For a student to be determined as independent all of these questions must be answered "No.".

Did (or will) Parents Claim the Student as a U.S. Income Tax Exemption for:

1981	1982
Yes	Yes
No	No

Did (or will) Student Live with Parents for More Than Six Weeks during:

1981	1982
Yes	Yes
No	No

Did (or will) student receive Assistance Worth More than $750 from Parents during:

1981	1982
Yes	Yes
No	No

How to Apply For Aid

Students planning to apply for financial assistance for 1983-84 must follow the steps listed below:

1. Pick up the Family Financial Statement (FFS) from the Office of Student Aid *after January 1, 1983.*
2. Complete the FFS using the same data needed to complete your parents' or your (if independent) 1982 1040 Income Tax Form.
3. Mail the form to ACT. **Attach two $.20 stamps to the ACT envelope for mailing.**
4. Approximately 6 to 10 weeks from the time. the FFS is mailed, the Student Financial Aid Report (SFAR) and/or the Basic Grant Student Eligiblity Report (SAR) will be mailed to the student's residence.
5. Contact the Financial aid Office after February 1, 1983 to make an appointment for a financial aid interview.

6. At the financial aid interview, an estimated award will be computed, a financial aid award letter will be prepared, required forms will be completed, a description of programs related to the award outlined and disbursement procedures will be explained.

Refund of Tuition

(Semester and Summer Session)

Time of Withdrawal

Before end of week prior to the beginning of classes	100% Refund
Before end of 2nd week of classes	50% Refund
After 2nd week of classes	No Refund

When a student withdraws from all classes because of serious illness, certified by a physician, a refund of fees will be issued, prorated on the number of weeks remaining in the semester. To be eligible for a refund, a student must complete all withdrawal procedures.

Getting Advice

If you have questions regarding the financial aid application process, required forms, your personal status, or programs and awards, feel free to contact the Office of Student Aid located on the second floor of the College Center or telephone (314) 644-9117. We have a full time staff of ten people to help you. Currently the specific assignments are:

Award Advice and Information

Gwen T. Hewitt (Assistant Director)
Deborah Burris (Financial Aid Assistant)
Gail Crockett (Financial Aid Assistant)

Check Disbursement and Waivers of Fees

Gwen T. Hewitt (Assistant Director)
Deborah Burris (Financial Aid Assistant)
Gail Crockett (Financial Aid Assistant)
Karen Huber (accounting clerk)
Ola Plant (clerk typist)
Sherry Baker (clerk typist)

Work Study Earnings & Placement

Deborah Burris

Short Term Loans

Ola Plant (Clerk-Typist)

Edwin F. Bailey (Director)

Deadlines

The Financial Aid Office has three deadlines.

1. Pell Grant Application deadline each year-March 5.
2. Missouri Grant Application deadline each year-April 30.
3. St. Louis Board of Trustees Scholarship deadlines are: April 30, each year-academic. July 31, each year-activity.

ADMINISTRATIVE MEDICAL ASSISTANT

I. Job Description

The administrative medical assistant takes medical dictation and transcription; greets patients and obtains personal and medical information from them; assists physician during examination and treatment and may perform minor laboratory tests and medical procedures; and has the ability to manage the office.

II. General Information on Forest Park s Program

The administrative Medical Assistant Program at Forest Park is a two-year program for which the student is awarded an Associate in Applied Science degree. It provides the student with a background in liberal arts, business administration, medical terminology, shorthand skills and clinical laboratory techniques.

In addition to classroom work and secretarial skills practice, students gain practical experience in the college's simulated physician's suite (reception room, secretarial office, well-equipped examination room, consulting room and utility room).

III. Professional Characteristics

Students considering this program should possess good finger dexterity, both in typing and for performing medical tests and procedures. In addition, the medical profession expects the administrative medical assistant to have the traits listed below. The student is, therefore, encouraged to develop these characteristics in order to successfully compete in the job market upon graduation.

-Good English and science background
-Ability to work with others, co-workers as well as patients
-Administrative ability
-Neat appearance

IV. Employment Prospects and Salary

Physicians today must rely on well-trained medical auxillary personnel. Therefore, employment opportunities are plentiful and pay well. Salaries in physician's offices, clinics and hospitals average $900 a month for graduates employed full-time. There is also a demand for part-time medical secretaries. The work environment is usually pleasant.

V. Admission Statement

Prospective students may apply to the College for the Administrative Medical Assistant Program at any time. See application procedures under note at the bottom of Appendix II.

VI. Entrance Requirements

See Appendix I.

VII. Eligibility Semester

May be required if applicant had less than 2.0 GPA in high school.

VIII. Course Load

Full-time students may complete the program in two years. Courses may be taken on a part-time basis. However, some courses are only offered once a year.

IX. Retention

The student must maintain a grade of "C" or better in all courses in order to remain in the program.

X. Transferability

A number of the courses taken in this program may be used as a beginning for other programs in the college - nursing or other allied health areas.

XI. Cost

In addition to the standard College fees, about $350 should be budgeted for books, uniforms, insurance and other incidental fees.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

1. Laboratory experiences
2. Lecture
3. Classroom discussion
4. Internship

XIV. Curriculum Outline

See Appendix II.

XV. Name of One or More Department Members to Contact for Additional Information

Tobie Chapman	Room G-311	644-9358

XVI. Sources of Additional Information Available in the Counseling Center

Missouri View, Card #332
Occupational Outlook Handbook, p. 89
Health Career Programs, p. 36
SIGI Computer Information

APPENDIX I

ADMINISTRATIVE MEDICAL ASSISTANT

WORKSHEET

NAME ______________________ STUDENT NUMBER ______________

MINIMUM		YES	NO
	Regular Student Status	____	____
Send file without	Personal Health History Form	____	____
	High School Transcript (Partial)	____	____
	High School Transcript (Final)	____	____

Date of Graduation ______

High School G.P.A. ______

Specific Courses (Grade)

ex. English ______ ______ ______

Math ______ ______ ______

Typing ______ ______ ______

G.E.D. Eligible ______ ______ ______

Specific Courses (Grade)

ex. English ______ ______ ______

Math ______ ______ ______

Placement Test Scores Eng______ Math______ Rdg______

College Transcripts

1)________________, evaluated ______ ______

2)________________, evaluated ______ ______

Currently enrolled ______ ______

College ______________________________

Recommendation:

Admit to program______

Do not admit ______

Comments: ______________________________

____

____

Administrative Medical Assistant
Appendix II

First Semester

COURSES		CREDITS
ENG:101	College Composition I	3
MTH:108	Elementary Applied Mathematics or	
xxx:xxx	Science Elective	3
BOE:102	Intermediate Typewriting	3
BUS:104	Introduction to Business Administration	3
HST:100	American Civilization	3
		15 TOTAL CREDITS

Second Semester

COURSES		CREDITS
ENG:102	College Composition II	3
BOE:112	Intermediate Shorthand	
BOE:105	Introduction to Word Processing	3
BOE:203	Advanced Typewriting	3
ECO:151	Principles of Economics I or	
ECO:140	Introduction to Economics	3
MOA:103	Medical Terminology	4
		16 TOTAL CREDITS

Third Semester

COURSES		CREDITS
MOA:101	Medical Office Procedures I	4
BOE:210	Office Practice	4
BOE:213	Advanced Shorthand I or	
BOE:106	Word Processing Applications	3
BOE:220	Business Communications	3
PSY:201	General Pyschology I or	
SOC:101	Introduction to Sociology	3
PE :xxx	Physical Education Elective or First Aid (only if 21 years of age or over at time of college admission)	1-2
		18-19 TOTAL CREDITS

Fourth Semester

COURSES		CREDITS
BOE:216	Secretarial Procedures	3
MOA:104	Clinical Practice	1
BOE:119	Medical Shorthand and Transcription or	
BOE:XXX	Word Processing Course and	3-5
BOE:118	Medical Typing and Transcription	4
ACC:101	Financial Accounting I or	
ACC:100	Applied Accounting	3
BIO:101	Topographical Anatomy	3
PE :xxx	Physical Education Elective (if not taking First Aid)	1
		18-20 TOTAL CREDITS

NOTE: (1) Students must have a complete physical exam including Serology, chest x-ray or TB test. (2) Student must make application for admittance to the administrative medical assistant program. (3) Must complete speed portion of all skill courses with a minimum of "C" before advancing to the next level.

BANKING & FINANCE

I. Job Description

Banking and Finance is a two-year career program that prepares students to work as clerks, tellers, and mid-level managers in various departments (installment loans, data processing, personnel, credit service, commercial loans, auditing, etc.). Whether in banks, thrifts, or credit unions, most entry level positions entail direct customer contact.

This program offers current bank employees the opportunity to (1) earn college credit on a diverse range of courses, most of which are transferable; (2) obtain specialized banking courses through the American Institute of Banking; and thus (3) increase opportunities for promotion.

II. General Information on Forest Park's Program

St. Louis Community College at Forest Park is offering an Applied Science Degree in Banking & Finance in conjunction with the St. Louis American Institute of Banking. This program offers an excellent way for bankers who have been attending AIB, the St. Louis Community College, or other institutions of higher learning, to complete a degree directed at their banking career.

III. Professional Characteristics

Because customer relations are vital to the financial services industry, students interested in the program should be highly service-oriented and interested in working with people. Like other positions in business, candidates should be reliable, industrious, and trustworthy.

IV. Employment Prospects and Salary

Students should always check current labor market conditions and any reasonable projections about near-term outlooks for the jobs in question. Reference books are readily available in all public and college libraries.

Employment prospects are better than average. Hard-working and dependable employees generally enjoy rapid advancement in position, responsibility, and salary. Starting salaries in the financial sector of the economy are generally lower than average, but there is evidence of some catch-up in recent years. Currently starting salaries for entry-level positions should range from $9,000 to $12,000. Fringe benefits are very good, often amounting to as much as 25 - 40 percent of salary.

V. Admission Statement

See the St. Louis American Institute of Banking Student Catalog (always check the most current edition).

Although there are no special admission requirements, we strongly recommend that students speak with the Business Department Chairperson or a counselor before registration. Because six courses are offered only by AIB at this time, it is very important that students obtain a curriculum plan sheet (from the Business Department, F-310 or F-311, or call 644-9746/747; or the Counseling Center, F-217, call 644-9258) and an AIB Student Catalog.

BEST COPY AVAILABLE

VI. Entrance Requirements

See AIB Student Catalog, pp. 23-24. Students must apply at St. Louis Community College at Forest Park and at the American Institute of Banking (818 Olive; call 241-9280).

VII. Eligibility Semester

Not applicable.

VIII. Course Load

It is recommended that part-time evening students take a maximum of three courses. (Two courses is a heavy load for students who work full time during the day.) 15 - 18 hours is the recommended maximum course load for full-time students who are not working more than 10 hours per week.

IX. Retention

St. Louis Community College is committed to providing service to students. Ranging from career counseling and placement services in general, the Business Department -- in collaboration with the Learning Achievement Center (LAC) -- provides tutoring for students who want help.

Financial assistance is also available to eligible students in the form of scholarships, grants, basic educational opportunity grants, and work study.

X. Transferability

Approximately 30 - 36 hours of the Banking & Finance program are transferable to area four-year colleges and universities. Because this is a career program offering specialized course work leading directly to employment, many universities/colleges neither offer nor accept several courses. Students are encouraged to consult with the institution of their choice if transferability is their chief concern.

XI. Cost

St. Louis Community College at Forest Park tuition is $20.50 per credit hour. Students taking AIB courses (at AIB only by AIB) are charged $25 per credit hour ($50 for a two-credit hour course or $75 for a three-credit hour course). There is also a $5 student membership fee for 1982-83 only. Textbook expenses will range from $15 to $30 per course.

XII. Specific Financial Aid

Loans, scholarships, grants, and work study programs are available to eligible students. Current bank employees often receive tuition reimbursement upon successful completion of course work. Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Instructors employ various approaches in the classroom and ancillary facilities, including computer-assisted instruction, simulation, case studies, films, video tapes, programmed instruction, and conventional lecture and discussion.

Special Cooperative Education programs are being developed currently. In the Coop program, students will enroll for internship credit (variable from 1 to 3 hours, in BUS:500), work between 10 and 20 hours per week at a financial institution, and prepare an evaluation of their experience for a faculty supervisor.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

David Streifford	Room F-310	644-9746/747
Janice Kelly	Room F-316	644-9767/747
Patricia Russell	Room F-314	644-9771/747

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, 1981-82 Edition

Banking & Finance
Appendix 1

COURSES		CREDITS
First Semester		
**BUS:115	Principles of Banking	2
BUS:104	Introduction to Business Administration	3
ENG:100	Career English OR	
ENG:101	College Composition I	3
ECO:151	Principles of Economics I	3
PE :xxx	Physical Education Elective	1
XXX:xxx	Mathematics/Science Elective	3
		15 TOTAL CREDITS
Second Semester		
ECO:215	Money and Banking OR	
ECO:500	Introduction to Money and Banking	3
**MGT:215	Federal Regulation of Banking OR	
**MGT:216	Credit Department Administration	2
ACC:101	Financial Accounting I OR	
	Accounting I	3
*ECO:152	Principles of Economics II	3
ENG:102	College Composition II OR	
ENG:103	Report Writing	3
BUS:xxx	OR	
ECO:xxx	Business/Banking Elective+	2-4
		16-19 TOTAL CREDITS
Third Semester		
**BUS:215	*Analyzing Financial Statements OR	
**BLW:215	Negotiable Instruments and the Payment	
	Mechanism	2
**MKT:215	Marketing for Bankers	2
PSY:201	General Psychology I OR	
	Social Science Elective	3
HST:100	American Civilization	3
PE :xxx	Physical Education Elective	1
XXX:xxx	Major Area Elective	3
		14-16 TOTAL CREDITS
Fourth Semester		
ACC:102	Financial Accounting II OR	
ACC:103	Managerial Accounting OR	
	Accounting II*	3
DP :100	Introduction to Data Processing OR	
DP :115	Fundamental of Bank Data Processing	3
MGT:109	Business Organization Behavior and Dynamics OR	
MGT:204	Business Organization and Management	3
XXX:xxx	Mathematics/Science Elective	3
XXX:xxx	Major Area Electives	6
		17-18 TOTAL CREDITS

*Prerequisite
**Offered only by St. Louis AIB
+To be recommended by Department of Business

BUSINESS ADMINISTRATION

I. Examples of Careers and Salary Range

Career opportunities are presently available in sales, retail and wholesale trade, bookkeeping, food merchandising, tourism, personnel (especially employment agencies); salary range is from $11,500 to $13,000.

II. General Information on Forest Park's Program

The Business Administration program offers the first two years of a Baccaluareate degree (four-year) in business. It consists of 64 hours, 24 of which are in business courses. Most of the students at Forest Park continue their college work after transferring to UMSL, WU, SLU, Webster, SIU, or Lindenwood.

It should be stressed that the great majority of students take three or more years to complete their degree, since most of the students are working at least 20 hours per week.

III. Potential Majors

Students majoring in Business Administration secure a strong general background in business which enables them to select a specific aspect of business in which to specialize, i.e., accounting, finance, marketing, management, etc.

IV. Prerequisites for First Semester Courses

While there are no formal prerequisites for entry into the program, it is expected that students have no major deficits in math, reading or writing. Because many business courses employ quantitative skills, it is particularly important for students to sharpen their math skills prior to entering courses in accounting, economics, and statistics.

V. Program Cost

None other than standard fees and book costs.

VI. Explanation of Instructional Approach

Faculty in the Business Department are actively involved in evaluating new instructional methods and are eager to adopt those techniques and systems which contribute to improved student learning. Presently, the faculty employ a wide range of methods including lecture, film, case studies, role playing and discussion. Computer simulation and tutorial exercises are fast becoming attractive learning devices.

VII. Curriculum Outline

See Appendix I.

VIII. Name of One or More Department Members to Contact for Additional Information

David Streifford	Room F-310	644-9746
Bill Duffy	Room E-326	644-9754 (for Accounting)
Pat Russell	Room F-314	644-9771 (for Accounting)

IX. Sources of Additional Information Available in the Counseling Center

- Occupational Outlook Handbook, 1981-82 Edition
- SIGI Computer Information
- Vocational Biographies
- Catalyst:
  - Have You Considered Finance?
  - Have You Considered Banking?
  - Insurance Opportunities
  - Accounting

Business Administration
Appendix I

COURSES		CREDITS
First Semester		
BUS:104	Introduction to Business Administration	3
ACC:101	Financial Accounting I	3
ENG:101	College Composition I	3
*MTH:160	College Algebra	4
PSC:101	Introduction to American Politics	3
PE :xxx	Physical Education Elective	1
		17 TOTAL CREDITS
Second Semester		
ACC:102	Financial Accounting II or	
ACC:103	Managerial Accounting	3
ECO:151	Principles of Economics I	3
ENG:102	College Composition II or	
ENG:103	Report Writing	3
HST:101	American History I or	
HST:102	American History II (HST:102 recommended)	3
**xxx:xxx	Elective (DP:100 Introduction to Data Processing recommended)	3
PE :xxx	Physical Education Elective	1
		16 TOTAL CREDITS
Third Semester		
MGT:204	Business Organization & Management	3
ECO:152	Principles of Economics II	3
PSY:201	General Pyschology I	3
xxx:xxx	Natural Science or Math Elective	3
xxx:xxx	Humanities or Communications elective (Speech recommended)	3
		15 TOTAL CREDITS
Fourth Semester		
***BUS:201	Elementary Statistics	3
MKT:203	Principles of Marketing	3
xxx:xxx	Humanities Elective	3
xxx:xxx	Math Elective	3
xxx:xxx	Electives	4
		16 TOTAL CREDITS

NOTE: *Math placement will be determined on basis of student's mathematical background. (Elementary Algebra not counted toward A.A. degree)

**University of Missouri - St. Louis will accept only 15 credit hours of business courses (those numbered BUS:xxx, MGT:xxx, MKT:xxx, DP:xxx).

***Must complete MTH:160 (College Algebra) before enrolling in BUS:201 (Elementary Statistics). Finite Math (MTH:176) is a prerequisite for statistics for students transferring to UMSL.

STUDENTS PLANNING TO TRANSFER SHOULD CONFER WITH A COUNSELOR REGARDING REQUIREMENTS OF THE VARIOUS FOUR-YEAR COLLEGES.

ADMINISTRATIVE MEDICAL ASSISTANT

I. Job Description

The administrative medical assistant takes medical dictation and transcription; greets patients and obtains personal and medical information from them; assists physician during examination and treatment and may perform minor laboratory tests and medical procedures; and has the ability to manage the office.

II. General Information on Forest Park's Program

The administrative Medical Assistant Program at Forest Park is a two-year program for which the student is awarded an Associate in Applied Science degree. It provides the student with a background in liberal arts, business administration, medical terminology, shorthand skills and clinical laboratory techniques.

In addition to classroom work and secretarial skills practice, students gain practical experience in the college's simulated physician's suite (reception room, secretarial office, well-equipped examination room, consulting room and utility room).

III. Professional Characteristics

Students considering this program should possess good finger dexterity, both in typing and for performing medical tests and procedures. In addition, the medical profession expects the administrative medical assistant to have the traits listed below. The student is, therefore, encouraged to develop these characteristics in order to successfully compete in the job market upon graduation.

-Good English and science background
-Ability to work with others, co-workers as well as patients
-Administrative ability
-Neat appearance

IV. Employment Prospects and Salary

Physicians today must rely on well-trained medical auxillary personnel. Therefore, employment opportunities are plentiful and pay well. Salaries in physician's offices, clinics and hospitals average $900 a month for graduates employed full-time. There is also a demand for part-time medical secretaries. The work environment is usually pleasant.

V. Admission Statement

Prospective students may apply to the College for the Administrative Medical Assistant Program at any time. See application procedures under note at the bottom of Appendix II.

VI. Entrance Requirements

See Appendix I.

VII. Eligibility Semester

May be required if applicant had less than 2.0 GPA in high school.

VIII. Course Load

Full-time students may complete the program in two years. Courses may be taken on a part-time basis. However, some courses are only offered once a year.

IX. Retention

The student must maintain a grade of "C" or better in all courses in order to remain in the program.

X. Transferability

A number of the courses taken in this program may be used as a beginning for other programs in the college - nursing or other allied health areas.

XI. Cost

In addition to the standard College fees, about $350 should be budgeted for books, uniforms, insurance and other incidental fees.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

1. Laboratory experiences
2. Lecture
3. Classroom discussion
4. Internship

XIV. Curriculum Outline

See Appendix II.

XV. Name of One or More Department Members to Contact for Additional Information

Tobie Chapman	Room G-311	644-9358

XVI. Sources of Additional Information Available in the Counseling Center

Missouri View, Card #332
Occupational Outlook Handbook, p. 89
Health Career Programs, p. 36
SIGI Computer Information

APPENDIX I

ADMINISTRATIVE MEDICAL ASSISTANT

WORKSHEET

NAME ______________________________ STUDENT NUMBER ______________

MINIMUM				YES	NO
	Regular Student Status			____	____
Send file without	Personal Health History Form			____	____
	High School Transcript (Partial)			____	____
	High School Transcript (Final)			____	____
	Date of Graduation	______			
	High School G.P.A.	______			
	Specific Courses	(Grade)			
	ex. English	______	______	______	
	Math	______	______	______	
	Typing	______	______	______	
	G.E.D. Eligible	______	______	______	
	Specific Courses	(Grade)			
	ex. English	______	______	______	
	Math	______	______	______	

Placement Test Scores Eng______ Math______ Rdg______

College Transcripts

1) ______________, evaluated ______ ______

2) ______________, evaluated ______ ______

Currently enrolled ______ ______

College ______________________________

Recommendation:

Admit to program ______

Do not admit ______

Comments: ______________________________

____

____

Administrative Medical Assistant
Appendix II

COURSES		CREDITS
First Semester		
ENG:101	College Composition I	3
MTH:108	Elementary Applied Mathematics or	
xxx:xxx	Science Elective	3
BOE:102	Intermediate Typewriting	3
BUS:104	Introduction to Business Administration	3
HST:100	American Civilization	3
		15 TOTAL CREDITS
Second Semester		
ENG:102	College Composition II	3
BOE:112	Intermediate Shorthand	
BOE:105	Introduction to Word Processing	3
BOE:203	Advanced Typewriting	3
ECO:151	Principles of Economics I or	
ECO:140	Introduction to Economics	3
MOA:103	Medical Terminology	4
		16 TOTAL CREDITS
Third Semester		
MOA:101	Medical Office Procedures I	4
BOE:210	Office Practice	4
BOE:213	Advanced Shorthand I or	
BOE:106	Word Processing Applications	3
BOE:220	Business Communications	3
PSY:201	General Pyschology I or	
SOC:101	Introduction to Sociology	3
PE :xxx	Physical Education Elective or First Aid (only if 21 years of age or over at time of college admission)	1-2
		18-19 TOTAL CREDITS
Fourth Semester		
BOE:216	Secretarial Procedures	3
MOA:104	Clinical Practice	1
BOE:119	Medical Shorthand and Transcription or	
BOE:XXX	Word Processing Course and	3-5
BOE:118	Medical Typing and Transcription	4
ACC:101	Financial Accounting I or	
ACC:100	Applied Accounting	3
BIO:101	Topographical Anatomy	3
PE :xxx	Physical Education Elective (if not taking First Aid)	1
		18-20 TOTAL CREDITS

NOTE: (1) Students must have a complete physical exam including Serology, chest x-ray or TB test. (2) Student must make application for admittance to the administrative medical assistant program. (3) Must complete speed portion of all skill courses with a minimum of "C" before advancing to the next level.

BUSINESS ADMINISTRATION

I. Examples of Careers and Salary Range

Career opportunities are presently available in sales, retail and wholesale trade, bookkeeping, food merchandising, tourism, personnel (especially employment agencies); salary range is from $11,500 to $13,000.

II. General Information on Forest Park's Program

The Business Administration program offers the first two years of a Baccaluareate degree (four-year) in business. It consists of 64 hours, 24 of which are in business courses. Most of the students at Forest Park continue their college work after transferring to UMSL, WU, SLU, Webster, SIU, or Lindenwood.

It should be stressed that the great majority of students take three or more years to complete their degree, since most of the students are working at least 20 hours per week.

III. Potential Majors

Students majoring in Business Administration secure a strong general background in business which enables them to select a specific aspect of business in which to specialize, i.e., accounting, finance, marketing, management, etc.

IV. Prerequisites for First Semester Courses

While there are no formal prerequisites for entry into the program, it is expected that students have no major deficits in math, reading or writing. Because many business courses employ quantitative skills, it is particularly important for students to sharpen their math skills prior to entering courses in accounting, economics, and statistics.

V. Program Cost

None other than standard fees and book costs.

VI. Explanation of Instructional Approach

Faculty in the Business Department are actively involved in evaluating new instructional methods and are eager to adopt those techniques and systems which contribute to improved student learning. Presently, the faculty employ a wide range of methods including lecture, film, case studies, role playing and discussion. Computer simulation and tutorial exercises are fast becoming attractive learning devices.

VII. Curriculum Outline

See Appendix I.

VIII. Name of One or More Department Members to Contact for Additional Information

David Streifford	Room F-310	644-9746
Bill Duffy	Room E-326	644-9754 (for Accounting)
Pat Russell	Room F-314	644-9771 (for Accounting)

IX. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, 1981-82 Edition
SIGI Computer Information
Vocational Biographies
Catalyst:
  Have You Considered Finance?
  Have You Considered Banking?
  Insurance Opportunities
  Accounting

Business Administration
Appendix I

COURSES		CREDITS
First Semester		
BUS:104	Introduction to Business Administration	3
ACC:101	Financial Accounting I	3
ENG:101	College Composition I	3
*MTH:160	College Algebra	4
PSC:101	Introduction to American Politics	3
PE :xxx	Physical Education Elective	1
		17 TOTAL CREDITS
Second Semester		
ACC:102	Financial Accounting II or	
ACC:103	Managerial Accounting	3
ECO:151	Principles of Economics I	3
ENG:102	College Composition II or	
ENG:103	Report Writing	3
HST:101	American History I or	
HST:102	American History II (HST:102 recommended)	3
**xxx:xxx	Elective (DP:100 Introduction to Data Processing recommended)	3
PE :xxx	Physical Education Elective	1
		16 TOTAL CREDITS
Third Semester		
MGT:204	Business Organization & Management	3
ECO:152	Principles of Economics II	3
PSY:201	General Pyschology I	3
xxx:xxx	Natural Science or Math Elective	3
xxx:xxx	Humanities or Communications elective (Speech recommended)	3
		15 TOTAL CREDITS
Fourth Semester		
***BUS:201	Elementary Statistics	3
MKT:203	Principles of Marketing	3
xxx:xxx	Humanities Elective	3
xxx:xxx	Math Elective	3
xxx:xxx	Electives	4
		16 TOTAL CREDITS

NOTE: *Math placement will be determined on basis of student's mathematical background. (Elementary Algebra not counted toward A.A. degree)

**University of Missouri - St. Louis will accept only 15 credit hours of business courses (those numbered BUS:xxx, MGT:xxx, MKT:xxx, DP:xxx).

***Must complete MTH:160 (College Algebra) before enrolling in BUS:201 (Elementary Statistics). Finite Math (MTH:176) is a prerequisite for statistics for students transferring to UMSL.

STUDENTS PLANNING TO TRANSFER SHOULD CONFER WITH A COUNSELOR REGARDING REQUIREMENTS OF THE VARIOUS FOUR-YEAR COLLEGES.

BUSINESS ADMINISTRATION (Certificate)

I. Job Description

The program trains students for positions in general office administration.

II. General Information on Forest Park's Program

Students who complete this Certificate of Proficiency program can earn the Associate in Arts degree by completing the additional courses required in the Business Administration transfer program. This curriculum provides the student with a variety of business concepts, skills, and techniques that will be useful in many business office jobs.

III. Professional Characteristics

The profession expects the graduate to possess the characteristics listed below. The student is, therefore, encouraged to develop them in order to successfully compete in the job market upon graduation.

-reliability
-industriousness
-ability to work effectively with others

IV. Employment Prospects and Salary

Prospects are good in the areas of bookkeeping and retailing. Entry level salary range is $9,000 to $12,000 a year.

V. Admission Statement

Open to all students admitted to the College.

VI. Entrance Requirements

Recommended proficiency in basic skills.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Course load can be part-time or full-time. Recommended academic load is not more than 18 hours per semester.

IX. Retention

Students must have a 2.00 GPA for graduation.

X. Transferability

Courses will transfer. Thirty-four hours of the program could be used by the student as the first year of the two-year transfer Business Administration program.

XI. Cost

None other than standard fees and book costs.

XII. Specific Financial Aid

There are general grants, loans, scholarships, and other financial aid resources available for students who qualify. Contact the Financial Aid Office, Room U-207.

XIII. Explanation of Instructional Approach

Mode of instruction is diverse - lecture, discussion, lab work, simulations.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Dave Streifford	Room F-310	644-9746
Bill Duffy	Room E-326	644-9754

XVI. Sources of Additional Information Available in the Counseling Center

Holland File See: Small Business
Catalyst Booklets:
  Have You Considered Finances?
  Have You Considered Banking?
  Insurance Opportunities
  Accounting
SIGI Computer Information

Business Administration (Certificate)
Appendix I

COURSES		CREDITS
First Semester		
BUS:104	Introduction to Business Administration	3
*BOE:101	Elementary Typewriting	3
BOE:109	Office Machines	4
ACC:100	Applied Accounting or	
**ACC:101	Financial Accounting I	3
BUS:103	Business Mathematics or	3
***MTH:160	College Algebra	4
****xxx:xxx	Elective	
		16-17 TOTAL CREDITS*****
Second Semester		
MGT:204	Business Organization and Management	3
BOE:220	Business Communications	3
COM:101	Oral Communication I	3
DP :100	Introduction to Data Processing	3
MKT:203	Principles of Marketing	3
****xxx:xxx	Elective	3
		18 TOTAL CREDITS*****

*May be waived with approval and three credits substituted with any Business Administration or Business Education course.

**ACC:101 Financial Accounting I may be substituted if student has prerequisite.

***MTH:160 College Algebra may be substituted if student has prerequisite.

****Any course offered in the two-year Associate in Arts degree in Business Administration curriculum or elective Business Administration course.

*****Any number of credit hours between 3 and 18 may be taken during a semester.

CHEFS/COOKS APPRENTICESHIP

I. Job Description

Chef/Cook.

II. General Information on Forest Park's Program (approved as 44 hr. certificate)

The Chefs/Cooks Apprenticeship is a three-year program that combines classroom theory with on-the-job training. The student works a normal 40 hour week at the prevailing wage scale. One day a week is devoted to classroom instruction.

Terms and Conditions of Apprenticeship: The period of apprenticeship is for three years or 6,000 hours; the first three months or 500 hours will be a period of probation. During that time either party may terminate the agreement. The recognized apprentice will be paid an hourly wage as determined acceptable by all parties involved. Yearly wage increments commensurate with skill development will be received.

Upon completion of the apprenticeship, the person will be identified as a Professional Cook and will be recommended for certification. The apprentice will receive a Certificate of Completion from St. Louis Community College at Forest Park.

Responsibilities of Apprenticeship: As a full-time employee, the apprentice will perform daily functions in the kitchen as required by the employer. The apprentice will be regular in attendance, both on the job and in school. The apprentice will work faithfully and diligently on all assignments. It is understood the apprentice's salary will be earned as a productive employee. The apprentice shall respect and comply with all "House Rules" and the regulations of the apprenticeship's agreement.

The conduct of the apprentice should at all times reflect credit upon the Apprenticeship Program. Any difficulties arising within the program should be discussed with the chef-employer supervisor and/or the teacher/coordinator.

Responsibilities of the College: The College provides adequate facilities and professional instructors who teach the theory and techniques of the trade. Periodic reports of apprentice attendance and progress is made to the committee. A teacher/coordinator cooperates with the apprentice's immediate supervisor to insure the apprentice obtains the experience necessary to gain skill in each area of competency required.

Responsibilities of the Chef's Association: The Chefs de Cuisine assists in setting standards for the selection of apprentices for the program. Recommendations for the training of apprentices are made by the Chef de Cuisine. The Chefs de Cuisine Association will provide five members for the Apprenticeship Training Committee.

Qualifications for Apprenticeship: Sixteen (16) years of age or older; high school graduate or equivalent. The applicant must be accepted as a student by St. Louis Community College. Consideration will be given to those who have had previous food service training in high school or previous on-the-job experience. Selections will be made on a non-discriminatory basis with consideration of qualifications alone.

The entire Apprenticeship Program is planned in 6 semi-annual stages with flexibility to shorten or lengthen any period according to individual ability.

Periodic testing will be given to each apprentice for both the on-the-job training and the classroom instruction. The results of the testing will be reviewed by the Apprenticeship Committee and continuation of the training will be based upon their recommendation.

III. Professional Characteristics

The hospitality industry expects the professional cook/chef to possess the characteristics listed below. The student is, therefore, encouraged to develop them in order to successfully compete in the job market upon graduation.

- Outgoing with an ability to relate well with people
- Ability to withstand time pressures, heat and long hours of standing
- Physical stamina
- Ability to make independent judgments

IV. Employment Prospects and Salary

The hospitality industry is the third largest in the nation and the projected growth rate from 1977 to 1980 is 7% for hotels/motels, 9% for lodging excluding hotels and 16% for eating and drinking establishments. Management and supervisory opportunities exist for trained career oriented personnel.

Employment opportunities exist for graduates in institutional food service, commercial restaurants, hotels and clubs where they may work directly with a professional chef or may be the working cook supervised by a manager.

The average starting salary for graduates is $9,000 to $14,000 a year; median salary in the industry is $20,000. Advantages include rapid advancement in salary and responsibility. Working irregular hours, holidays and weekends is necessary.

V. Admission Statement

Application for the program may be made with the College at any time.

VI. Entrance Requirements

Students in this curriculum must undergo the same health examination currently required by the St. Louis City and County restaurant ordinance. The examination includes a blood test and chest x-ray.

The Chef de Cuisine Apprenticeship Training Committee administers an examination twice a year to program applicants. The test is given two to three weeks before the beginning of the Fall and Spring semesters (August and December). The examination covers proficiency in basic mathematics, spelling, reading, writing and sensitivity to food. Each candidate is interviewed by the panel of chefs. Entrance to the program includes passing the Chef's test and a health examination for food handlers. Apprentices must also have a high school diploma or a GED.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

The program's 44 credit hours may be taken over a three year period with students receiving classroom instruction one day a week. The classes are scheduled for the Fall, Spring and Summer semesters.

IX. Retention

The student is required to perform satisfactorily in the classroom and is expected to fulfill the requirement of the workplace. Questions of retention will be settled by the instructional staff with the guidance of the apprenticeship committee.

X. Transferability

For students continuing their education in this discipline, all credits may be transferred to the Hospitality Restaurant Management curriculum at St. Louis Community College at Forest Park.

XI. Cost

In addition to the College's standard fees, first semester costs include $45 for books, $25 for uniforms and $15 for special tools and equipment.

XII. Specific Financial Aid

Chefs de Cuisine organization offers scholarship assistance. Other financial aid information is available from the Financial Aid Office, Room U-207.

XIII. Explanation of Instructional Approach

Instruction is a combination of classroom theory, lab application of theory and supervised on-the-job training. Professional instructors teach the theory and techniques of the trade. A teacher/coordinator will cooperate with the apprentice's immediate supervisor to insure the apprentice obtains the experience necessary to gain skill in each area of competency required.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Jack Miller	Room F-317	644-9749
Mary Walk	Room F-319	644-9750
Reed Miller	Room F-319	644-9750

XVI. Sources of Additional Information Available in the Counseling Center

Vocational Biographies in the Holland Files
Occupational Outlook Handbook
Career World Magazine, "The Ungarnished Cook", November 1980, p. 8
Occupational Outlook Quarterly, "The Saucerer's Apprentice", Fall 1977, p. 32
SIGI Computer Information

Appendix I

Chefs/Cooks Apprenticeship

COURSES		CREDITS
Fall Semester		
HRM:104	Chefs/Cooks Practicum I	3
HRM:116	Safety and Sanitation	1
		4 CREDITS
Spring Semester		
HRM:105	Chefs/Cooks Practicum II	2
HRM:112	Purchasing	3
HRM:114	Meat Analysis	1
		6 CREDITS
Summer Semester		
ENG:101	College Composition I	3
HRM:203	Hospitality Business Practices	3
		6 CREDITS
Fall Semester		
HRM:106	Chefs/Cooks Practicum III	3
HRM:103	Equipment Layout	1
		4 CREDITS
Spring Semester		
HRM:107	Chefs/Cooks Practicum IV	2
HRM:205	Operational Cost Control	3
HRM:100	Dining Room Service	1
		6 CREDITS
Summer Semester		
COM:101	Oral Communications	3
SOC:100	Human Relations	3
		6 CREDITS
Fall Semester		
HRM:108	Chefs/Cooks Practicum V	3
HRM:102	Restaurant Management	2
		5 CREDITS
Spring Semester		
HRM:109	Chefs/Cooks Practicum VI	2
HRM:201	Problems of Hospitality Management	3
HRM:101	Menu Writing	1
HRM:204	Beverage Service	1
		7 CREDITS

CHILD CARE ASSISTANT PROGRAM

I. Job Description

Graduates of the Child Care Assistant program are qualified to assist children and parents in early childhood settings that support physical, social, emotional, and intellectual growth.

II. General Information on Forest Park's Program

Child Care Assistants promote the social, emotional, intellectual, and physical growth of pre-school age children by helping to guide and supervise them in a variety of growth supportive activities. Forest Park's curriculum includes courses in child growth and development, child nutrition and health, literature, music and movement, the child and society, organization and management of child care centers as well as Child Care electives, liberal arts courses, and field work experiences. Graduates of this program, which prepares the student for immediate employment, are awarded an Associate in Applied Science degree.

First semester courses may be taken during the fall or the spring semesters. Students may attend day or evening classes. However, observations, Child Development Laboratory, and the Practicums must be taken during daytime hours when children are available in the centers.

III. Professional Characteristics

The professional Child Care Assistant is expected to have the following characteristics:

- A sense of responsibility
- Maturity, self-awareness
- Ability to relate to children and adults
- Mental stability
- Self-control
- Ability to respond to and protect young children
- Stamina and strength sufficient to pick up a child who needs comfort
- Comfortable weight, in order to enter physical activities of children, to sit on the floor, and to stoop to child's eye level

The student is, therefore, encouraged to develop these characteristics in order to more successfully compete in the job market upon graduation.

IV. Employment Prospects and Salary

Because more and more women are entering the job market and seeking quality child care, there is a growing need for qualified teachers. Employment opportunities are found in nursery schools, day care centers, pre-kindergarten programs, residential centers, hospitals, recreation centers, and camps. Graduates may obtain part-time employment if desired. Starting salaries generally range from $5,000 to $9,000 annually.

V. Admission Statement

Any student admitted to the College may enroll in this program. Successful completion of this program requires the ability to read and understand textbooks and professional journals; to enjoy children; to learn and practice appropriate behavior during training; to form relationships marked by responsibility, responsiveness, sensitivity, self-discipline, seriousness of purpose; and to demonstrate these qualities in actual work with children and adults.

VI. Entrance Requirements

-High school diploma or equivalent
-Current tuberculosis skin test

VII. Eligiblity Semester

Not applicable.

VIII. Course Load

Full-time students may complete the program in two years. Courses may be taken on a part-time basis. A specific requirement is that core courses must be taken in sequence:

-Introduction to Early Childhood
-Child Growth and Development I
-Child Growth and Development II
-Child Development Laboratory
-Child Care Practicum I
-Child Care Practicum II

Some methods courses, however, are offered in alternating sequence every third semester. Students must keep this in mind when registering for courses other than the core courses.

Students when registering for courses in Child Development Laboratory and the Practicum I and II must make morning hours available for participation in a child care center. Therefore, courses must be scheduled around this requirement.

IX. Retention

Enrolling, remaining in the Forest Park program, and completing all state requirements depend on the results of periodic assessment through a variety of sources:

Assessment	Standards
Entrance assessments: LAC staff in cooperation with faculty assessments	Students must demonstrate skills necessary to complete the program.

Assessment	Standards
Semester by semester assessment: Faculty in cooperation with counselors.	Student must demonstrate appropriate personal, physical, and mental health or ability to cope adequately with any health deficiency that might hinder effective obligations with young children.
Faculty field placement supervisors in cooperation with child care center director and teacher.	Student must demonstrate effectiveness in interacting with children and adults in field experience and teaching relationships.

X. Transferability

All courses in the Child Care Assistant program have been accepted by Webster College, Metropolitan College of St. Louis University, Central Missouri State College, and Harris-Stowe Teachers College. University of Missouri at St. Louis negotiates credit on a course-by-course basis.

XI. Cost

In addition to the standard fees of the College, the full-time student's books and supplies cost $60 to $80 per semester.

XII. Specific Financial Aid

Students should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Formal academic course work:	-lecture, films, slides -readings, writing assignments, term papers, reports -discussions, group assignments and presentations
Exploration and first hand experience:	-observations -field trips -outside conferences and experiences -field experience in practice teaching in an approved child care center for young children
Sharing and feedback:	-conferences with instructors -self evaluation -resource room activities -practicum seminars

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Kathryn Farr	Room D-218	644-9711

XVI. Sources of Additional Information Available in the Counseling Center

Holland File 0000 (SIC) 1080 (SIC)
Career World Magazine, "Child Day-Care Workers," November 1978, Vol. 7, No. 3, p. 30
Career World Magazine, "Questions and Answers," February 1979, Vol. 7, No. 6, p. 30
Career World Magazine, "Focus: Working with Young People," April 1982, Vol. 10, No. 8, p. 3
Career World Magazine, "Teaching Plus," April 1982, Vol. 10, No. 8, p. 3
SIGI Computer Information

Child Care Assistant
Appendix I

COURSES		CREDITS
First Semester		
CCA:102	Creative Activities for Children	3
CCA:101	Introduction to Early Childhood Education	3
HEC:112	Child Growth and Development I	3
ENG:101	College Composition I	3
HST:100	American Civilization or	
PSC:101	Introduction to American Politics	3
PE :xxx	Physical Education Elective	1
		16 TOTAL CREDITS
Second Semester		
CCA:103	Literature for Children	3
CCA:104	Principles of Pre-School Education	3
CCA:105	Child Development Laboratory	3
HEC:113	Child Growth and Development II	3
MTH:108	Elementary Applied Mathematics	3
xxx:xxx	Humanities or Communications	3
		18 TOTAL CREDITS
Third Semester		
CCA:203	Child Care Practicum I	3
CCA:202	Movement and Music for Children	3
*xxx:xxx	Home Economics Elective	3
xxx:xxx	Social Science Elective	3
xxx:xxx	Science Elective	3
PE :xxx	Physical Education Elective	1
		16 TOTAL CREDITS
Fourth Semester		
HEC:103	Child Nutrition and Health	3
CCA:205	Child and Society	3
CCA:204	Management of Child Care Centers	3
CCA:206	Child Care Practicum II	3
xxx:xxx	Elective	3
		15 TOTAL CREDITS
Electives		
**CCA:201	Cognitive Activities for Children	3
HEC:102	Parenting	3
CCA:106	Infant Development	3

CHILD CARE - 42 hours

CORE COURSES TO BE TAKEN IN SEQUENCE (1 through 5 only)

1)	CCA:101	Introduction to Early Childhood
2)	HEC:112	Child Growth & Development I
3)	HEC:113	Child Growth & Development II
*3b)	CCA:105	Child Development Laboratory
*3b)	CCA:104	Principles of Preschool Education
4)	CCA:203	Child Care Practicum I
5)	CCA:206	Child Care Practicum II

*Must be taken together

CCA:102	Creative Activities for Children
CCA:103	Literature for Children
HEC:103	Child Nutrition & Health
CCA:202	Movement & Music for Children
CCA:204	Management of Child Care Centers
CCA:205	Child & Society
HEC:xxx	Home Economics Elective

Suggested Home Economics Electives:

CCA:201	Cognitive Activities for Children
HEC:102	Parenting
CCA:106	Infant Development

ENGLISH - 3 hours

ENG:101 College Composition I

HUMANITIES - 3 hours

Humanities or Communications Elective

SOCIAL SCIENCE - 9 hours

HST:100	American Civilization
PSC:101	Introduction to American Politics
PSY:201	General Psychology I

Social Science Elective

SCIENCE ELECTIVE - 3 hours

Biological or Physical Science Elective

Suggested science electives:

PSI:101	Physical Science Lecture I: Child Care Option
BIO:113	Modern Aspects of Biology

MATH ELECTIVE - 3 hours

MTH:xxx Math Elective

Suggested mathematics elective:
MTH:108 Elementary Applied Mathematics

PHYSICAL EDUCATION - 2 hours**

PE :xxx Physical Education Elective
PE :xxx Physical Education Elective
**Not required of veterans or students who are 21 when beginning college.

ELECTIVE - 3 hours

xxx:xxx Elective

CHILD DEVELOPMENT ASSOCIATE PROGRAM

I. Job Description

Graduates of the Child Development Associate (CDA) program are qualified to work effectively with yound children and their parents in a child care program to support physical, social, emotional and intellectual growth.

II. General Information on Forest Park's Program

Upon completion of the CDA program, the student is awarded an Associate in Applied Science degree and is eligible to immediately apply to the National CDA Consortium for the credentialing process.

Because CDA is a learn-by-doing program, students are required to spend substantial amounts of time in a child care facility interacting with young children and adults. This may be accomplished at a regular early childhood teaching job site or in a volunteer placement arranged by faculty trainers.

The CDA curriculum incorporates three kinds of interrelated learning:

1. participation half-day (mornings), five days a week, in an approved child care center or at least half day as a teacher employed in a child care setting

2. academic instruction in 6 defined competency learning areas of study

3. individualized study in 16 learning areas through specially developed learning modules which provide guidance

CDA is a full time program with a total commitment to all three modes of training. The student in the program must be involved in all three of these interrelated learning methods concurrently in order to study in this program.

III. Professional Characteristics

The Child Development Associate is expected to have the characteristics listed below. The student is, therefore, encouraged to develop these characteristics in order to more successfully compete for advancement.

-A sense of responsibility
-Commitment to CDA and learning
-Maturity; self-awareness
-Responsiveness to children and adults
-Sensitivity
-Initiative
-Self-control
-Mental stability
-Physical stamina and strength to lift a child who needs help
-Comfortable weight in order to enter into physical activities, to sit on the floor, or to bend to child's eye level
-Ability to change, adapt and grow

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IV. Employment Prospects and Salary

Because more and more women are entering the job market and seeking qualified child care, there is a growing need for qualified child care teachers. Many states now accept the CDA as the credential of record for competent child care workers. Employment opportunities may be found in nursery schools, day care centers, pre-kindergarten programs, residential centers, hospitals, recreation centers and camps. Graduates may obtain part-time employment, also, if desired. Starting salaries generally range from $5,000 to $9,000 annually.

V. Admission Statement

Enrollment in the CDA program is open to all students. Specific standards expected of students in CDA should be carefully considered before enrolling in the program:

1. The student should demonstrate academic skills deemed necessary to complete the program. These include the ability to read and to understand books and articles and to write with clarity and meaning.

2. The student should demonstrate physical and mental health or the ability to cope adequately with any personal health deficiency.

3. The student should demonstrate enjoyment in interacting with young children and be prepared to adapt and change, to incorporate new knowledge and methods directly into the teaching of young children.

4. The student who is employed in a preschool or day care center must arrange for regular visits by our college faculty field trainers. Students not employed are placed as volunteers in cooperating child care centers or nursery schools and are also visited by field trainers.

VI. Entrance Requirements

- Must be admitted as a regular student which means that diploma, transcript or GED certification required for admission as a full-time student has been received and accepted by the Admissions Office.
- Must be willing to volunteer mornings in a child care center program or must make arrangements to be observed and advised in a teaching job to fulfill field placement obligations.
- Must have a current tuberculosis tine test certificate.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Students who enroll in the CDA program are required to take an entire BLOC of CDA courses each semester. Blocs may vary from nine to thirteen credit hours. A suggested arrangement of blocs and other required courses appears below.

BLOC I

Preschool Equipment and Materials
Health and Safety
Planning and Scheduling
Early Childhood Learning Models
Child Growth and Development I

11 hours

*American Civilization
*College Composition I

6 hours

BLOC II

Stimulation of Learning
Physical Competence
Creative Expression
Play
Self-Concept
Individual Difference

13 hours

*College Composition II

3 hours

BLOC III

Social Development
Classroom Management
Cultural and Ethnic **Variety**
Home/School Coordination
Administration

13 hours

*Introduction to Sociology
*Physical Education

4 hours

BLOC IV

Capacities and Qualities:
- Physical Learning Environment
- The Program
- Individual Child
- Social Environment
- Home and Center
- Supplementary Responsibility

Skill Building Workshop

9 hours

*Science
*Mathematics
*Physical Education

7 hours

IX. **Retention**

While students work at their own pace, or may do advanced work, they are expected to complete one semester's work (a Bloc) in a semester. The following standards are necessary for retention in the program:

Individual study:

1. satisfactory completion of assigned modules
2. integration of intensive course study and field experiences

Academic classwork:

1. regular attendance
2. participation during class discussion concerning reading assignments, films, field experiences and lectures

*These general education courses may be taken concurrently with the above blocs or during summer semesters.

3. Continual growth in ability to articulate the teaching and learning process and the role of the teacher

Performance:

1. demonstration of continued growth and progress in the teaching and learning process
2. regular attendance at child care center
3. openness to self-improvement as suggested by faculty field trainer in the areas of competency as defined by the CDA

X. Transferability

Forest Park's CDA program has been accepted in transfer by Webster College, Metropolitan College of St. Louis University, University of Missouri at Columbia and Harris Stowe State College.

XI. Cost

In addition to the standard fees of the College, books and supplies cost approximately $60 to $80 per sememster.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Formal Academic Coursework: topic lectures, discussions, slides and films, presentations, group instruction, module writing, integration of experience with content.

Field Placement Teaching and Learning: placement in a child care center, observation, planning, learning to evaluate experience and learning, individual instruction.

Performance: conferences with college faculty trainer **(instructor)**, self-evaluation, module discussion, field experience, discussion and sharing.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Kathryn Farr	Room D-218	644-9711

XVI. Sources of Additional Information Available in the Counseling Center

Holland File, See: Child Care under Social Type
Career World Magazine, "Child Day Care Workers", November 1978, p. 28
Career World Magazine, "Teaching...Plus", April 1982, p. 3
SIGI Computer Information

Child Development Associate Program

COURSES		CREDITS
First Semester		
ENG:101	College Composition I	3
SOC:101	Introduction to Sociology	3
CDA:100	Preschool Equipment and Materials	3
CDA:101	Health and Safety in the Preschool	2
CDA:102	Planning and Scheduling in Programs for Young Children	1
HEC:112	Child Growth and Development I	3
PE: XXX	Physical Education elective	1
		16 CREDITS
Second Semester		
ENG:102	College Composition II	3
MTH:108	Elementary Applied Mathematics	3
CDA:104	Social Development of the Young Child	3
CDA:105	Classroom Management	3
CDA:106	Cultural and Ethnic Variety in the Preschool	2
CDA:107	Home-School Coordination	2
		16 CREDITS
Third Semester		
CDA:109	Early Childhood Learning Models	2
CDA:110	Stimulation of Learning	2
CDA:111	The Development of Physical Competence	1
CDA:112	The Development of Creative Expression	2
CDA:113	Play and the Young Child	2
CDA:103	Self-Concept of the Young Child	3
CDA:114	Individual Differences in Children	3
PE: XXX	Physical Education elective	1
		16 CREDITS
Fourth Semester		
HST:100	American Civilization	3
XXX:XXX	Science or Math elective	3
CDA:108	Administration: Child Care	3
CDA:201	Capacities/Qualities: Physical Learning Environment	1
CDA:202	Capacities/Qualities: The Program	1
CDA:203	Capacities/Qualities: Individual Child	1
CDA:204	Capacities/Qualities: Social Environment	1
CDA:205	Capacities/Qualities: Home and Center	1
CDA:206	Capacities/Qualities: Supplementary Responsibility	1
CDA:207	Skill Building Workshop	3
		18 CREDITS

CLERK-TYPIST

I. Job Description

Upon the completion of the Clerk-typist program a student should be able to type at least 45 wpm, file, answer the phone, handle mail, maintain simple records, prepare printed forms and be familiar with banking services. The student will also be skilled in handling business machines, transcription equipment and have basic microcomputer "hands-on" knowledge.

II. General Information on Forest Park's Program

Clerk-typists are important members of an office team whose skills, attention to detail, personality and appearance contribute toward the efficiency of the operation of a business. Forest Park's Certificate of Proficiency program is designed to develop proper office attitude as well as familiarize the student with the operation of various business machines (transcribing, duplicating and calculating). Correct telephone usage, record keeping procedures, filing systems and the use of printed forms are stressed.

III. Professional Characteristics

Students planning to become clerk-typists should have a high level of finger dexterity and a good foundation in English. Businesses expect clerk-typists to possess quality traits. The student is, therefore, encouraged to develop positive characteristics in order to successfully compete in the job market upon graduation.

-Neat appearance
-Pleasant personality
-Ability to work well with people
-Ability to make major decisions of work priority

IV. Employment Prospects and Salary

The present demand for trained clerk-typists exceeds the supply. Hours may vary. Working conditions and environment are usually pleasant. The average starting salary is $600 - $700 a month.

V. Admission Statement

Application to the College may be made at any time.

VI. Entrance Requirements

Requirements are the same as those for admission to the College.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Full-time students may complete the program in one year. Courses may be taken on a part-time basis. **However**, some courses are only offered once a year.

IX. Retention

The student must maintain at least a "C" average (2.0 GPA). Speed level in skills courses must be a "C" before student enrolls for the subsequent course.

X. Transferability

The Clerk-typist curriculum prepares the graduate for immediate entry into the job market.

XI. Cost

The student should plan $125 - $130 for the cost of books and supplies in addition to the standard fees of the College.

XII. Specific Financial Aid

See Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

The majority of the courses taught in the department are offered through traditional classroom instruction, through individualized instruction or through independent study(restricted). See counselor or adviser.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Mary Fuller	F-335	644-9758
Sylvia Baltz	E-312	644-9755
Karen Van Dyke	E-312	644-9755
Business/Social Science Division	F-311	644-9747

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, Page 94
Missouri View, Card 127
Encyclopedia of Careers, Page 37
SIGI Computer Information

Appendix I

Clerk-typist

COURSES		CREDITS

First Semester

*BUS:103	Business Mathematics OR	
MTH:001	Basic Mathematics	3
BOE:102	Intermediate Typewriting	3
BUS:104	Introduction to Business Administration OR	
BOE:117	Business Procedures	3
BOE:115	Clerical Practice I OR	
BOE:216	Secretarial Procedures (with permission of department)	3
SOC;100	Human Relations OR	
SOC:101	Introduction to Sociology OR	
PSY:201	General Psychology I	3
**BUS:102	Basic Business Communications OR	
ENG:030	Introduction to College Writing OR	
ENG:101	College Composition I OR	
BOE:220	Business Communications	3
		18 CREDITS

Second Semester

BOE:203	**Advanced Typing**	3
BOE:116	Clerical Practice II OR	
BOE:210	Office Practice	3-4
ACC:100	Applied Accounting OR	
ACC:101	Financial Accounting I	3
BOE:107	Machine Transcription	3
BOE:109	Office Machines	4
		16-17 CREDITS

*If you test out of Math, we recommend taking Applied Accounting the first semester and one of the following the second semester:

BLW:200	College Law for Business
BOE:105	Introduction to Word Processing
BOE:218	Office Simulation

**As recommended by your campus Business Education Department

NOTE: Business Education students should have met the requirement for a "C" grade in the speed required for a particular skill course before going on to the next level.

CRIMINAL JUSTICE - CORRECTIONS

I. Job Description

Graduates are employed in a wide range of criminal justice settings including half-way houses, jails, juvenile detention centers, prisons and probation and parole settings. Primary involvement focuses around the needs of juvenile and adult offenders and protection of the community.

II. General Information on Forest Park's Program

Graduates of the Corrections curriculum receive an Associate in Applied Science degree and gain an understanding of the correctional process and its relationship to the overall criminal justice system. In addition, our students are trained to help juvenile and adult offenders by exposure to counseling techniques, community resource management, techniques of observing and accurately recording individual and group behavior. A significant percentage of our graduates have gone on to four-year colleges. However, many students are presently employed at City Jail, Gumbo, St. Mary's Honor Center and the Missouri Division of Youth Services.

III. Professional Characteristics

Applicants considering this program should have a reasonable commitment to working with offenders in very complex settings. The para-professional corrections worker is expected to have a number of abilities that involve a great deal of practice, patience and personal strength. The student is encouraged to carefully scrutinize the characteristics below and develop them in order to be a success in corrections.

- Ability to assume responsibility in the work place;
- Ability to understand and withstand provocative behavior without becoming punitive;
- Ability to use tact to resolve developing problem situations;
- Ability to observe and accurately record individual behavior and group behavior;
- Ability to understand and utilize the criminal justice system for the benefit of the offender and the community;
- Ability to make referrals to other staff, community resources, etc.;
- Knowledge of the civil and constitutional rights of prisoners, parolees, juvenile delinquents, etc., and the incorporation of that knowledge in practice;
- Knowledge to interpret the system of justice, including laws of arrest, judicial procedure and the total correctional process of probation, parole, prison, etc.;
- Ability to learn from others, communicate well and to assert oneself in a productive manner.

IV. Employment Prospects and Salary

Employment prospects for a person with an AAS are very good in positions such as correctional officer and bond investigator. The city, state and federal government are consistently active in recruiting persons with a corrections major. The beginning salary range at the state level is approximately $9,000 to $10,000 annually. At the local level the salary range is approximately $8,000 to $11,000 annually. The federal level salary is approximately $10,000 to $15,000 annually.

V. Admission Statement

Any student admitted to the College may enroll in this program.

VI. Entrance Requirements

No entrance requirements.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Students may take first semester courses in the fall, spring or summer semesters; day and evening classes are available and the student may enroll on a full-time or part-time basis. Full-time students may complete the program in two years.

IX. Retention

A minimum of a 2.0 GPA is required for graduation. Also satisfactory classroom attendance and participation is required.

X. Transferability

Graduates going to Webster College, Sangamon State and Metropolitan College of St. Louis University will find that the vast majority of their credits are transferable. Partial amounts of credits are accepted at the University of Missouri/St. Louis and other four-year institutions.

XI. Cost

In addition to the College's standard fees, a full-time student's books and supplies will cost $60 to $100 each semester.

XII. Specific Financial Aid

Student should check with the Financial Aid office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Traditional classroom instruction combined with open classroom theory and hands-on contact through labs.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Jim Jackson	Room C-212	644-9714

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, See: Corrections Officers, pp. 161-163
Holland File, See: "Protective Service Occupations", 1035; See: "Law Enforcement Official"
Chronicle Guidance #298, See: Law Enforcement, "Fingerprint Classifiers", "Special Agent", 0526, RSE
SIGI Computer Information

Appendix I

Criminal Justice - Corrections - AAS Degree

CRIMINAL JUSTICE - 21 hours   HOURS

Criminal Justice System, CRJ:100 ____ ____
American Correctional System, CRJ:101 ____ ____
Rehabilitation, Parole & Probation, CRJ:102 ____ ____
Criminal Law, CRJ:110 ____ ____
Juvenile Procedures, CRJ:112 ____ ____
Criminal Justice elective, CRJ: ___* ____ ____
Criminal Justice elective, CRJ: ___* ____ ____

*Human Services Practicum I, HMS:201 and Human Services Practicum Seminar I, HMS:203 may serve as Criminal Justice electives.

ENGLISH and SPEECH - 9 hours

College Composition I, ENG:101 ____ ____
College Composition II, ENG:102 ____ ____
Small group Communication, COM:103 (preferred) OR Oral Communications I, COM:101 ____ ____
____ ____

MATHEMATICS - 3 hours

Elementary Applied Math, MTH:108 OR ____ ____
Modern College Math I, MTH:122 OR ____ ____
higher level math, MTH:___ ____ ____

SOCIOLOGY and PSYCHOLOGY - 9 hours

Introduction to Sociology, SOC:101 (required) ____ ____
Criminology & Deviance, SOC:203 (required) ____ ____
Sociology elective, SOC: ___ OR ____ ____
Psychology elective, PSY: ___ ____ ____

SCIENCE - 3 hours

Biological or Physical Science ___:___ ____ ____

PHYSICAL EDUCATION - 2 hours**

Physical Education elective, PE:___ ____ ____
Physical Education elective, PE:___ ____ ____

**Not required of veterans or students who are 21 when beginning college.

POLITICAL SCIENCE - 3 hours***

Introduction to American Politics, PSC:101 ____ ____
OR State & Urban Politics, PSC:103 OR ____ ____
Constitutional Law, PSC:502 ____ ____

Appendix I continued

Criminal Justice - Corrections - **AAS Degree**

HISTORY - 3 hours***

American Civilization, HST:100 OR _____ _____
American **History** I, HST:101 OR _____ _____
American History II, HST:102 _____ _____

***NOTE: Missouri state law **requires** a combination of American history and politics. Any one of the following options will satisfy state requirements:

1. American Civilization, HST: 100 OR
2. Introduction to American **Politics**, PSC:101 and **American History I**, HST:101 OR American History II, HST:102.
3. American National Politics, PSC:102 and State & Urban Politics, PSC;103 and American History I, HST:101 OR American **History II**, HST:102.
4. Constitutional Law, PSC:502 and American History I, HST:101 OR American History II, HST:102.

ELECTIVES - 11 hours

_____:_____ _____ _____

_____:_____ _____ _____

_____:_____ _____ _____

_____:_____ _____ _____

_____:_____ _____ _____

_____:_____ _____ _____

TOTAL CREDIT HOURS _____

Appendix I

Criminal Justice - Corrections - Certificate of Proficiency

ENG:101	College Composition I	3
CRJ:100	Criminal Justice System	3
CRJ:101	American Correctional System	3
CRJ:102	Rehabilitation, Parole and Probation	3
CRJ:110	Criminal Law	3
CRJ:112	Juvenile Procedures	3
PSC:101	Introduction to American Politics OR	
PSC:103	State and Urban Politics	3
SOC:101	Introduction to Sociology	3
SOC:203	Criminology and Deviance	3
*XXX:XXX	Electives	5
		32 CREDITS

*Students are encouraged to take HMS:201 Human Services Practicum I and HMS:203 Human Services Practicum Seminar I.

NOTE: Experienced police officers may waive certain required courses with the permission of the department chairperson.

PROPOSED OFFERINGS

This is a tentative 4 year schedule for Criminal Justice. Be sure to note when required classes are offered and plan your schedule accordingly. Waivers will be given only in isolated cases.

Additional advising is available in the Criminal Justice office, Room D-224.

FALL (Day Every year)

CRJ:100	Criminal Justice System
CRJ:102	Rehabilitation, Parole and Probation
CRJ:110	Criminal Law
CRJ:112	Juvenile Procedures
CRJ:120	Principles of Security
CRJ:200	Police Traffic Functions
CRJ:201	Criminal Investigation I
*CRJ:XXX	Special Problems

Evening

Even Year: August - May

Example: August 1982-May 1983

CRJ:100	Criminal Justice System
CRJ:101	American Correctional System
CRJ:210	Police Administration
*CRJ:XXX	Special Problems

Odd Year: August - May

Example: August 1983-May 1984

CRJ:100	Criminal Justice System
CRJ:101	American Correctional System
CRJ:102	Rehabilitation, Parole and Probation
CRJ:114	Police Patrol and Services
CRJ:201	Criminal Investigation I

SPRING (Day Every Year)

CRJ:100	Criminal Justice System
CRJ:110	Criminal Law
CRJ:111	Rules of Criminal Evidence
CRJ:114	Police Patrol and Services
CRJ:121	Security Loss Prevention
CRJ:202	Criminal Investigation II
CRJ:210	Police Administration
PSC:502	Constitutional Law
*CRJ:XXX	Special Problems

Evening

Even Year: August - May

Example: August 1982-May 1983

CRJ:100	Criminal Justice System
CRJ:110	Criminal Law
CRJ:112	Juvenile Procedures
*CRJ:XXX	Special Problems

Odd Year: August - May

Example: August 1983-May 1984

CRJ:100	Criminal Justice System
CRJ:111	Rules of Criminal Evidence
CRJ:200	Police Traffic Functions
CRJ:202	Criminal Investigation II
*CRJ:XXX	Special Problems

*Special Problems courses will reflect current interests; each offering in the above schedule will be a different course.

CRIMINAL JUSTICE - LAW ENFORCEMENT

I. Job Description

Law enforcement is one of the most important and demanding public service careers in our society. The preservation of law and order and the protection of the public are traditional concerns of the law enforcement officer. Today, however, technological innovations in criminology and an increased emphasis on individual rights and community service have added new responsibilities to an already challenging field.

II. General Information on Forest Park's Program

The Law Enforcement curriculum is designed to meet the needs of three (3) groups of students:

1. Those seeking careers with federal, state or local enforcement agencies concerned with maintaining public safety, preventing crime and/or apprehending law violators.

2. In-service law enforcement personnel seeking additional skills or advancement.

3. Students desiring to complete the first two years of study toward a bachelor's degree in Criminal Justice or Administration of Justice.

Forest Park's curriculum includes a combination of liberal arts courses and courses in law, rules of evidence, police patrol, traffic control and accident investigation, juvenile procedures, criminal investigations and police administration. In addition to classroom work, sophomore students may be placed in St. Louis area law enforcement agencies for on-the-job experiences. Graduates of this two-year program are awarded an Associate in Applied Science degree in Law Enforcement.

III. Professional Characteristics

- Patience and reason, ability to deal with people constantly;
- Excellent communication skills; the ability to speak to individuals and to listen and understand;
- Desire to be a professional police officer;
- Desire to solve problems; and
- Desire and ability to work with a multitude of diversified cultures and peoples.

IV. Employment Prospects and Salary

Job opportunities exist in both public law enforcement agencies and hospitals, campuses and private security agencies. The beginning salary range for officers in the St. Louis metropolitan area is $10,500 to $17,500 annually. Starting salaries for private police and retail, industrial and hospital security personnel range from $9,000 to $35,000 annually.

Individuals interested in preparing for careers in law enforcement should be aware that job opportunities are generally not available until age twenty-one and after passing strict screening examinations in Missouri. A special note - Texas, New Mexico, California and others are now accepting 19 year old applicants who are attending college for recruits as front line officers.

V. Admission Statement

St. Louis Community College at Forest Park has an open admission policy. It is noted, however, that a person with a felony conviction or a dishonorable discharge may not hold certain types of law enforcement positions.

A student must have a GED or high school diploma. The majority of police agencies require excellent physical condition and may have stringent vision requirements.

VI. Entrance Requirements

St. Louis Community College has an open admissions policy in keeping with its original purpose to provide quality, low-cost higher education to all area residents. There are required standards for admission and retention in certain programs even though admission to the College is not based on academic qualifications. The College welcomes as may students as space allows.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Students may take first semester courses in the fall, spring or summer semesters; day and evening classes are available and the student may enroll on a full-time or part-time basis. Full-time students may complete the program in two years.

IX. Retention

A minimum of a 2.0 GPA is required for graduation. Also, satisfactory classroom attendance and participation is required during each and every semester.

X. Transferability

The Associate of Applied Science degree in Law Enforcement is transferable in its entirety to Sangamon State, Tarkio College, Central Missouri State, Metropolitan College of St. Louis University, Northeast Missouri State and the University of Missouri/Kansas City. Students desiring to transfer to the Administration of Justice Program at the University of Missouri/St. Louis may complete two years of transferable credit at Forest Park.

XI. Cost

In addition to the College's standard fees, a full-time student's books and supplies will cost $60 to $100 each semester.

XII. Specific Financial Aid

Student should check with the Financial Aid office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Traditional classroom instruction combined with open classroom theory and hands-on contact through labs.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Jim Jackson Room C-212 644-9714

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, See: Corrections Officers, pp. 155, 156;
See: Police Officers, pp. 161-163
Holland File, See: Law Enforcement Police Officers, 1080...2015
Chronicle Guidance #191, "State Highway Patrol", 0580
SIGI Computer Information

Appendix I

Criminal Justice - Law Enforcement - Associate in Applied Science

CRIMINAL JUSTICE - 27 hours

Criminal Justice System, CRJ:100 ____ ____
Police Patrol & Services, CRJ:114* ____ ____
Criminal Law, CRJ:110 ____ ____
Rules of Criminal Evidence, CRJ:111 ____ ____
Juvenile Procedures, CRJ:112 ____ ____
Police Traffic Functions, CRJ:200* ____ ____
Criminal Investigation I, CRJ:201 ____ ____
Criminal Investigation II, CRJ:202 ____ ____
Police Administration, CRJ:210 ____ ____
*Not required of police officers.

ENGLISH and SPEECH - 9 hours

College Composition I, ENG:101 ____ ____
College Composition II, ENG:102 ____ ____
Oral Communications I, COM:101 ____ ____

MATHEMATICS - 3 hours

Modern College Math I, MTH:122 OR ____ ____
suitable alternative, MTH:___ ____ ____

SOCIOLOGY AND PSYCHOLOGY - 9 hours

Introduction to Sociology, SOC:101 (required) ____ ____
Sociology elective, SOC:___ OR ____ ____
Psychology elective, PSY:___ ____ ____
Sociology elective, SOC:___ OR ____ ____
Psychology elective, PSY:___ ____ ____

SCIENCE - 3 hours

Biological or Physical science, ___:___ ____ ____

PHYSICAL EDUCATION - 2 hours**

Physical Education elective, PE:___ ____ ____
Physical Education elective, PE:___ ____ ____
**Not required of veterans or students who are 21 when beginning college.

POLITICAL SCIENCE - 3 hours***

Introduction to American Politics, PSC:101 ____ ____
OR State & Urban Politics, PSC:103 OR ____ ____
Constitutional Law, PSC:502 ____ ____

HISTORY - 3 hours***

American Civilization, HST:100 OR ____ ____
American History I, HST:101 OR ____ ____
American History II, HST:102 ____ ____

PROPOSED OFFERINGS

This is a **tentative** 4 year schedule for Criminal Justice. Be sure to note when required classes are offered and plan your schedule accordingly. Waivers will be given only in isolated cases.

Additional advising is available in the Criminal Justice office, Room D-224.

FALL (Day Every year)

CRJ:100	Criminal Justice System
CRJ:102	Rehabilitation, Parole and Probation
CRJ:110	Criminal Law
CRJ:112	Juvenile Procedures
CRJ:120	Principles of Security
CRJ:200	Police Traffic Functions
CRJ:201	Criminal Investigation I
*CRJ:XXX	Special Problems

Evening

Even Year: August-May
Example: August 1982-May 1983

CRJ:100	Criminal Justice System
CRJ:101	American Correctional System
CRJ:210	Police Administration
*CRJ:XXX	Special Problems

Odd Year: August-May
Example: August 1983-May 1984

CRJ:100	Criminal Justice System
CRJ:101	American Correctional System
CRJ:102	Rehabilitation, Parole and Probation
CRJ:114	Police Patrol and Services
CRJ:201	Criminal Investigation I

SPRING (Day Every Year)

CRJ:100	Criminal Justice System
CRJ:110	Criminal Law
CRJ:111	Rules of Criminal Evidence
CRJ:114	Police Patrol and Services
CRJ:121	Security Loss Prevention
CRJ:202	Criminal Investigation II
CRJ:210	Police Administration
PSC:502	Constitutional Law
*CRJ:XXX	Special Problems

Evening

Even Year: August-May

Example: August 1982-May 1983

CRJ:100	Criminal Justice System
CRJ:110	Criminal Law
CRJ:112	Juvenile Procedures
*CRJ:XXX	Special Problems

Odd Year: August-May

Example: August 1983-May 1984

CRJ:100	Criminal Justice System
CRJ:111	Rules of Criminal Evidence
CRJ:200	Police Traffic Functions
CRJ:202	Criminal Investigation II
*CRJ:XXX	Special Problems

*Special Problems courses will reflect current interests; each offering in the above schedule will be a different course.

Criminal Justice - Law Enforcement - Associate in Applied Science

***NOTE: Missouri state law requires a combination of American history and politics. Any one of the following options will satisfy state requirements:

1. American Civilization, HST:100.
2. Introduction to American Politics, PSC:101 and American History I, HST:101 OR American History II, HST:102.
3. American National Politics, PSC:102 and State & Urban Politics, PSC:103 and American History I, HST:101 OR American History II, HST:102.
4. Constitutional Law, PSC:502 and American History I, HST:101 OR American History II, HST:102.

ELECTIVES - 5 hours

_____:_____ _____ _____

_____:_____ _____ _____

_____:_____ _____ _____

_____:_____ _____ _____

_____:_____ _____ _____

Criminal Justice - Law Enforcement - Certificate of Proficiency

ENG:101	College Composition I	3
CRJ:100	Criminal Justice System	3
CRJ:114	Police Patrol and Services	3
CRJ:110	Criminal Law	3
CRJ:111	Rules of Criminal Evidence	3
CRJ:112	Juvenile Procedures	3
CRJ:200	Police Traffic Functions	3
CRJ:201	Criminal Investigation I	3
CRJ:210	Police Administration	3
PSC:101	Introduction to American Politics	3
XXX:XXX	Elective	3
		33 CREDITS

HOSPITALITY RESTAURANT MANAGEMENT

I. Job Description

Graduates must demonstrate the ability to perform in the following technical areas: food production and preparation, hotel sales, housekeeping administration, purchasing, cost control, equipment selection and maintenance, personnel management and other business functions.

II. General Information on Forest Park's Program

The Hospitality Restaurant Management Program enables students to develop technical competence and skills necessary for placement at the mid-management occupational level. The program was evaluated in 1979 and received vocational accreditation from the Division of Career and Adult Education of the Missouri State Department of Education. Graduates receive the Associate in Applied Science degree.

In addition to classroom instruction, practical experience is acquired in St. Louis area hotels, restaurants, clubs and institutions. On-campus facilities include a modern commercial kitchen with an adjacent dining room for 50 diners. Students regularly prepare and serve luncheons and dinners for college personnel and visitors.

The program may be taken on a full-time or part-time basis; day and evening classes are offered; and the curriculum begins in fall, spring and summer semesters.

III. Professional Characteristics

The hospitality industry expects the professional food service manager to possess the following characteristics. The student is, therefore, encouraged to develop them in order to successfully compete in the job market upon graduation.

-Extroverted; ability to relate well with people
-Ability to withstand time pressures, heat and long hours of standing; physical stamina
-Ability to make independent judgements

IV. Employment Prospects and Salary

Through 1980 there have been 250 graduates of this program. In 1977, 139 of them responded to a survey; only 8 graduates were not employed in the hospitality industry. The majority of the respondents were 20 to 29 years of age, and 63 percent have been employed in their present position one to three years. Twenty-two percent have continued their education at the baccalaureate level. Starting salaries for graduates averaged $9,000 to $14,000 per year. However, there are many variables such as previous work experience, specific company salary policy so that the figure may vary from $9,000 to $10,000 up to $18,000 or $20,000 a year.

The employment prospects for the graduates at this time are excellent.

V. Admission Statement

The requirements for entry into the program are the general requirements for enrollment in the College. Students will be required to pass the physical examination which the State requires for anyone handling food.

VI. Entrance Requirements

See Item V, Admission Statement.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

The Hospitality Restaurant Management Program consists of approximately 60% technical area courses and 40% academic area courses. The academic courses in the areas of liberal arts, natural science and social sciences cover state requirements for associate degree programs plus business courses. There is a 500 hour practicum in the summer between the first and second year if the student wishes to finish the program in two years. The following courses should be taken in sequence:

(1) Quantity Food Preparation I
(2) Quantity Food Preparation II

Courses requiring prerequisites:

HRM:118	Orientation for the Host. Ind. II - Prerequisite HRM:115
HRM:202	Hospitality Law - Prerequisite BUS:104
HRM:200	Meal Planning - Prerequisite HRM:111
HRM:113	Field Experience Conference (Sum. Ses.) - Prerequisite HRM:111 and current employment in hospitality industry
HRM:203	Hospitality Business Practices - Prerequisite, current enrollment in Hotel, Restaurant program
HRM:201	Problems of Hospitality Management - Prerequisite, BUS:104

IX. Retention

Not applicable.

X. Transferability

For students continuing their education in this discipline, various colleges and universities accept 100% of the course work and the transfer student can expect to graduate in two years.

XI. Cost

In addition to the college's standard fees, first semester costs include $45 for books, $25 for uniforms and $15 for special tools and equipment. There are no lab fees at this time.

XII. Specific Financial Aid

Every organization in food service has scholarships. Examples are:

National Institute for Food Service Industry
The American Hotel Association
The Missouri Restaurant Association

Many employers in the food service industry will work out with their employees a tuition remuneration plan. The office of the Hospitality Restaurant Management department maintains a list of financial aid resources; Office F-321.

XIII. Explanation of Instructional Approach

See Item II.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Jack Miller	Room F-317	644-9749
Mary Walk	Room F-319	644-9750
Reed Miller	Room F-319	644-9750

XVI. Sources of Additional Information Available in the Counseling Center

Vocational Biographies in the Holland Files
Occupational Outlook Handbook
SIGI Computer Information

Appendix I

Hospitality Restaurant Management

COURSES		CREDITS
First Semester		
ENG:101	College Composition I	3
HRM:110	Quantity Food Preparation I	6
HRM:115	Orientation in the Hospitality Industry I	1
HRM:117	Equipment Selection and Maintenance	2
HST:100	American Civilization	3
HRM:116	Safety and Sanitation	1
PE: XXX	Physical Education elective	1
		17 CREDITS
Second Semester		
COM:101	Oral Communication I	3
HRM:112	Purchasing	3
*HRM:111	Quantity Food Preparation II	6
BUS:104	Introduction to Business Administration	3
*HRM:118	Orientation in the Hospitality Industry II	1
PE: XXX	Physical Education elective	1
		17 CREDITS
Summer Session		
*HRM:113	Field Experience Conference	2 CREDITS
Third Semester		
*HRM:202	Hospitality Law	3
*HRM:200	Meal Planning & Service	4
ACC:100	Applied Accounting	3
HRM:206	Housekeeping Administration	2
HRM:207	Hotel Operations	2
*HRM:203	Hospitality Business Practices	3
		17 CREDITS
Fourth Semester		
SOC:100	Human Relations	3
*HRM:201	Problems of Hospitality Management	3
HRM:204	Beverage Service	1
HRM:209	Hospitality Sales & Marketing	3
PSI:105	Physical Science I	3
HRM:205	Operational Cost Control	3
		16 CREDITS

*Prerequisite required - check Section VIII - Course Load

HUMAN SERVICES

I. Job Description

Entry level social work and people to people services in business and industry requiring skills in one-to-one relationships, group work, and/or community organizations, in such positions as drugs/alcohol counselor, hospital in-take worker, community mental health worker or credit counselor.

II. General Information on Forest Park's Program

Graduates of the Human Services Program are awarded an Associate in Applied Science degree and are trained to help others through work in the areas of social welfare, mental health, juvenile and adult correction, geriatrics, education, counseling, and other related fields in business and industry.

Forest Park's Human Services instructional program is a combination of liberal arts courses and courses in the major area. In addition to classroom work, students are placed in St. Louis area agencies in the field of their choice for on-the-job experience. The program is individualized for each student in preparation for challenging new careers, or to strengthen skills of those already employed by community services agencies.

III. Professional Characteristics

The Human Services practitioner is expected to possess the characteristics listed below. The student is, therefore, encouraged to develop them in order to successfully compete in the job market and for on-the-job advancement after graduation.

- Ability and skill to assume responsibility
- Ability and skill to focus on problems of others
- Stability and maturity in dealing with self and others
- Ability to communicate effectively with others
- Self-control and discipline
- Pleasant personality and patience
- Dependability and punctuality
- Honesty (personal and work-related)
- Interest in and concern for people and problem solving

IV. Employment Prospects and Salaries

The need for skilled men and women who enjoy working with people and are able to relate to their needs has increased in both public and private organizations. Among them are hospitals, juvenile courts, community action programs, settlement houses, nursing homes, mental health centers, and neighborhood centers. Irregular hours, working weekends, or being "on call" are sometimes required. The beginning salary range for graduates in $6,000 to $9,000 annually.

V. Admission Statement

Application to the College may be made anytime during the preceding semester. The Human Services Program should be stipulated on the application.

VI. Entrance Requirements

Human Services has an open door policy. Any student is encouraged to enter the program. A curriculum check sheet is available to facilitate the student in course selection.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Students may take first-semester courses in either fall or spring semester; day and evening classes are available; and the student may enroll for a full or part-time load. Full-time students may complete the program in two years.

IX. Retention

The student is required to maintain at least a "C" average in required Human Services courses in order to graduate from the program.

X. Transferability

Graduates have found that the Forest Park program transfers in its entirety to Webster College and Metropolitan College of St. Louis University. Substantial amounts of credit are accepted at the University of Missouri at St. Louis toward a degree program in Social Work. Because the program is designed for immediate employment, it transfers only partially to other four-year colleges and universities. Students who plan carefully can have up to 44 transferable liberal arts credit hours in this program.

XI. Cost

In addition to the College's standard **fees**, the student may expect to spend $40 to $50 each semester for textbooks and $6 during the final two semesters for insurance.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

The program is designed to **meet** the individual needs and interests of each student enrolled in the program. An individualized approach is especially evident during the internship period.

XIV. Curriculum Outline

Core courses include an introductory course which entails a survey of the field and facilities designed to provide services. Theories and Skills courses emphasize techniques of working. Seminars offer an opportunity for skill building during the internship in an agency of the student's choice. Other elective courses available. (See Appendix I)

XV. Name of One or More Department Members to Contact for Additional Information

Cecelia H. Johnson	Room D-212	644-9712
Ethel Sawyer	Room E-311	644-9747

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Handbook, Social Service Aids, p. 450
   Social Workers, p. 452
Holland File, Gerontology 0945 (SIA); Careers and Training in Gerontology;
   School Social Worker 0580 (SIA)
Chronicle Guidance #432 See: Social Worker(s); Working with Older People
   2005 (SIA) See: Social Worker(s); Social Service Director; Vocational Biographies
Career World, "The Career Doctors," May 1980, Vol. 8, No. 9, p. 16
Career World, "Careers in Mental Health," September 1979, Vol. 8, No. 1
Career World, "Working with the Aging," February 1979, Vol. 7, No. 6
SIGI Computer Information

Human Services
Appendix I

COURSES		CREDITS
First Semester		
ENG:101	College Composition I	3
HST:100	American Civilization or	
*HST:102	American History II	3
SOC:101	Introduction to Sociology	3
HMS:100	Introduction to Human Services	3
xxx:xxx	Human Relations Elective	2-3
PE :xxx	Physical Education Elective	1
		15-16 TOTAL CREDITS
Second Semester		
ENG:102	College Composition II	3
MTH:108	Elementary Applied Mathematics	3
**SOC:202	American Social Problems and Issues	3
xxx:xxx	Elective (Social Science recommended)	3
HMS:101	Human Services: Theories and Skills	3
PE :xxx	Physical Education Elective	1
		16 TOTAL CREDITS
Third Semester		
xxx:xxx	Humanities or Social Science Elective	3-4
PSY:201	General Psychology I	3
PSC:103	State & Urban Politics or	
PSC:101	Introduction to American Politics	3
xxx:xxx	Elective (Social Science recommended)	3
HMS:201	Human Services Practicum I	3
HMS:203	Human Services Practicum Seminar I	3
		18-19 TOTAL CREDITS
Fourth Semester		
xxx:xxx	Humanities or Social Science Elective	3-4
xxx:xxx	Science or Math Elective	3-4
xxx:xxx	Elective (Social Science recommended)	3
HMS:202	Human Services Practicum II	3
HMS:204	Human Services Practicum Seminar II	3
		15-17 TOTAL CREDITS

*Students who elect American History II must also take PSC:101. Students who elect American Civilization should also take PSC:103.

**HMS:102 Politics and Policies of Human Services may be substituted.

ENGLISH - 6 hours

ENG:101 College Composition I
ENG:102 College Composition II

HUMAN SERVICES - 18 hours (must be taken in sequence)

1. HMS:100 Introduction to Human Services
2. HMS:101 Human Services: Theories & Skills
3. *HMS:201 Human Services Practicum I
   *HMS:203 Human Services Practicum Seminar I
4. *HMS:202 Human Services Practicum II
   *HMS:204 Human Services Practicum Seminar II

*Must have permission of department to enroll.

SOCIAL SCIENCE REQUIREMENTS - 14 to 19 hours

SOC:101 Introduction to Sociology
**SOC:202 American Social Problems & Issues
PSY:201 General Psychology I

Missouri state law requires a combination of American History and Politics.
Options for **fulfilling** this requirement:

1. HST:100 American Civilization
   It is strongly recommended that persons who elect American Civilization also elect:
   PSC:103 State & Urban Politics
2. HST:102 **American** History I
   Students **who** elect American History II MUST take:
   PSC:101 Introduction to American Politics

**Human Services: Policy & Politics, HMS:102, may substitute for American Social Problems & Issues, SOC:202.

HUMAN RELATIONS ELECTIVES - 1 to 3 hours (recommended to be selected from the following)

PRD:105 Human Potential Seminar
SOC:103 Human Behavior in Work & Business
SOC:100 Human Relations
or other personal Development courses, PRD:xxx

HUMANITIES OR SOCIAL SCIENCE ELECTIVE - 6 to 8 hours

Humanities to be chosen from:
Art, Drama, English, Foreign Language, Humanities, Music, Philosophy, Speech
Social Science to be chosen from:
Anthropology, Counseling & Interviewing in the Helping Professions, Economics, Geography (except Physical), Gerontology, History, Political Science, Psychology, Sociology.

SCIENCE/MATH ELECTIVES - 6 to 8 hours

Biology, Chemistry, Ecology-Natural Resources, Geology, Physical Science, Physics, Elementary Applied Mathematics, high level math.

PHYSICAL EDUCATION - 2 hours

BOE:101 Elementary Typing I (recommended or equivalent proficiency of 35 words per minute).

ELECTIVES - to a total minimum of 64 hours (electives should be courses pertinent to the kind of human services work the student plans to enter)

MEDICAL OFFICE ASSISTING

I. Job Description

The medical office assistant makes appointments, receives patients and obtains patient information; assists the physician during examination and treatment; performs minor laboratory tests and routine medical procedures; handles simple bookkeeping, billing, ordering supplies; answers telephones; and performs other clerical routines.

II. General Information on Forest Park's Program

A Certificate of Proficiency is awarded upon successful completion of the career program in Medical Office Assisting (MOA).

In addition to lectures in the classroom, students also work with various types of medical equipment in Forest Park's simulated medical suite, which consists of a reception room, secretarial office, examining room, consulting room and utility room.

The MOA laboratory allows students to become familiar with the environment and clinical areas prior to the second semester when they gain practical experience working in a local physician's office or clinic for 160 hours to satisfy the clinical practice requirements.

III. Professional Characteristics

Students planning to enter this field should possess good eye/hand coordination and finger dexterity. In addition, the medical profession expects the Medical Office Assistant to develop those characteristics necessary to successfully compete in the job market upon graduation such as:

- Ability to articulate
- Ability to work with people
- Ability to take and follow orders
- Pleasant, mature personality
- Dependability
- Neat and well-groomed

IV. Employment Prospects and Salary

Employment opportunities are many and varied in clinics, hospitals and physicians' offices. Graduates enter the field at approximately $850 a month.

V. Admission Statement

Application to the College should be made in the spring semester of the year the student wishes to enroll. The program begins in the fall semester.

VI. Entrance Requirements

See Appendix I.

VII. Eligibility Semester

May be required if applicant had less than 2.0 GPA in high school.

VIII. Course Load

17 - 18 hours per semester.

IX. Retention

A grade of "C" or better must be maintained in all courses. If a student receives a "D" or "F" in one course, she/he may repeat that course and then continue in the program if grade of "C" or better is obtained.

X. Transferability

Medical Office Assisting is a career program which prepares the student for immediate employment and, therefore, does not focus on transfer to other institutions. However, the course in Medical Terminology is accepted by several four-year colleges in the St. Louis area for four credit hours.

XI. Cost

In addition to the standard fees of the College, approximately $250 will be necessary for textbooks, a uniform, school emblem, name pin, shoes and group malpractice insurance.

XII. Specific Financial Aid

Maxine Williams Scholarship Fund; write for application: American Association of Medical Assistants, One East Wacker Drive, Chicago, IL 60601; awards $500 - one academic year.

XIII. Explanation of Instructional Approach

1. Laboratory experiences
2. Lecture
3. Classroom discussion
4. Internship

XIV. Curriculum Outline

See Appendix II.

XV. Name of One or More Department Members to Contact for Additional Information

Tobie Chapman Room G-311 644-9358

XVI. Sources of Additional Information Available in the Counseling Center

Program Brochure
School Catalog
Holland File, See: Medical Office Assisting under Social Type

APPENDIX I

WORKSHEET

NAME ______________________________ STUDENT NUMBER ____________________

MINIMUM			**YES**	**NO**
	Regular Student Status		____	____
Send file without	Personal Health History Form		____	____
	TB Test Results: Negative ____			
	Positive ____			
	High School Transcript (Partial)		____	____
	High School Transcript (Final)		____	____
	Date of Graduation	______		
	High School G.P.A.	______		
	Specific Courses	(Grade)		
	ex. English	____	____	____
	Math	____	____	____
	Science	____	____	____
	Typing	____	____	____
	G.E.D. Eligible	____	____	____
	Specific Courses	(Grade)		
	ex. English	____	____	____
	Math	____	____	____
	Science	____	____	____
	Placement Test Scores Eng____ Math____ Rdg____			
	College Transcripts			
	1)____________________, evaluated		____	____
	2)____________________, evaluated		____	____
	Currently enrolled		____	____

College ____

Recommendation:

Admit to program______

Do not admit________

Comments:____

____

____

Appendix II

Medical Office Assisting

COURSES		CREDITS
First Semester		
MOA:101	Medical Office Procedures I	4
BOE:102	Intermediate Typewriting	3
MOA:103	Medical Terminology	4
BUS:102	Basic Business Communications	3
BOE:115	Clerical Practice I	3
		17 CREDITS
Second Semester		
MOA:102	Medical Office Procedures II	5
BOE:118	Medical Typing and Transcription	4
SOC:100	Human Relations	3
MOA:104	Clinical Practice	1
BIO:101	Topographical Anatomy	3
PE: 272	First Aid	2
		18 CREDITS

MEDICAL TRANSCRIPTION

I. Job Description

Good language and typing skills; conscientious attention to detail important. Knowledge of medical terminology and human anatomy essential.

II. General Information on Forest Park's Program

Upon graduation from the Medical Transcription curriculum, the student is awarded a Certificate of Proficiency. In addition to classroom work in medical procedures and typing/machine transcription practice, students take courses in communications and human relations.

This is an excellent program for individuals who like to type. This program is recommended and provides an opportunity for sightless students to acquire and develop marketable skills.

III. Professional Characteristics

Students considering this program should possess good finger dexterity and coordination. The medical profession expects medical transcriptionists to display positive characteristics. The student is, therefore, encouraged to develop those qualities necessary to successfully compete in the job market upon graduation.

-Willingness to receive, accept and follow instructions
-Ability to cooperate well with others
-Good language skills
-Neat appearance

IV. Employment Prospects and Salary

Both full-time and part-time medical transcriptionists are very much in demand in hospitals, health clinics and physicians' offices at starting salaries which average $900 a month.

V. Admission Statement

Application to the College may be made at any time.

VI. Entrance Requirements

No special entrance requirements.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Full-time students may complete the program in one year. Courses may be taken on a part-time basis. However, some courses are only offered once a year.

IX. Retention

Students must maintain "C" average to remain in the program.

X. Transferability

The program is designed to prepare the student for immediate employment. To date, no graduates have attempted to transfer.

XI. Cost

In addition to standard College fees, students should plan for $125 books and supplies for the entire program.

XII. Specific Financial Aid

Students should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Development of typing and medical transcription skills.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Tobie Chapman	Room G-315	644-9358

XVI. Sources of Additional Information Available in the Counseling Center

Program Brochure
School Catalog
Holland File See: "Medical Transcriber," also "Medical Worker"
Career World Magazine, "The Case of the Silent Medical Partner," September 1980, Vol. 9, No. 1, p. 26
SIGI Computer Information

Medical Transcription
Appendix I

COURSES		CREDITS
First Semester		
BOE:102	Intermediate Typewriting	3
BUS:102	Basic Business Communciations	3
MOA:103	Medical Terminology	4
*BOE:117	Business Procedures	2
BOE:115	Clerical Practice I	3
BOE:107	Machine Transcription	3
		18 TOTAL CREDITS
Second Semester		
BOE:203	Advanced Typewriting	3
BOE:116	Clerical Practice II	3
BOE:118	Medical Typing and Transcription	4
BIO:101	Topographical Anatomy	3
SOC:100	Human Relations	3
		16 TOTAL CREDITS

*May substitute BUS:104 Introduction to Business Administration.

SECRETARIAL

I. Job Description

Skilled in shorthand or word processing and typing; will be responsible for maintaining records, typing correspondence, manuscripts and managing the office; taking dictation and transcribing or processing information (word processing) as an option to shorthand. Ideally, upon the completion of the program, a minimum typing speed of 65-70 wpm accurately is desirable for top-level secretarial employment.

II. General Information on Forest Park's Program

Students interested in the Secretarial program may work toward either a Certificate of Proficiency or an Associate in Applied Science Degree. Entry into either program may be made prior to the beginning of any semester. Students may attend in the day or evening and may be full or part-time students. Full-time students may complete the certificate program in one year or the associate degree program in two years.

III. Professional Characteristics

Students planning to enter this program should possess or develop good finger dexterity and coordination. The professional secretary is expected to have the following characteristics and for that reason the student is encouraged to develop them in order to more successfully compete in the job market and advance in the world of work.

- Pleasing personality to represent company (public relations)
- Good foundation in English to compose correspondence
- Neatness
- Initiative
- Accuracy
- Tact
- Ability to make valid decisions for work priority

IV. Employment Prospects and Salary

Positions for skilled secretaries and word processing specialists are plentiful. Starting salaries average $700 - $800 a month and advancement opportunities are excellent. Generally, working conditions and fringe benefits are also desirable. Part-time positions are available.

V. Admission Statement

Application for the program may be made to the College at any time. See application procedures.

VI. Entrance Requirements

Same as general admission to the College. Students should have a minimum of 15 college credit hours before enrolling in the Office Occupations Internship Program. Internship positions in business courses secured by students must be approved by instructor before enrolling in the course.

VI. Eligibility Semester

Not applicable.

VIII. Course Load

No requirement. Individual assessment to be made by student and counselor or adviser. However, some courses are only offered once a year.

IX. Retention

Student must maintain a "C" average or better in all major secretarial courses. Speed level in skills courses must be at least a "C" or better by Business Education major student to enroll for the subsequent course.

X. Transferability

The degree earned and many of the courses taken in this program are transferable to four-year colleges. An individual should check with the school where they plan to matriculate. The certificate program prepares the graduate for immediate entry into the job market.

XI. Cost

In addition to the College's standard fees, $200 to $250 is estimated for the entire four-semester program. This includes textbooks, paper and similar supplies.

XII. Specific Financial Aid

Student should check with the Financial Aid office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Presently, three modes of instruction are available - traditional classroom instruction; individualized instruction and independent study (restricted). Many of the second-year advanced courses are only offered once a year. See counselor or adviser when enrolling.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Mary Fuller	Room F-335	644-9758
Sylvia Baltz	Room F-335	644-9758
	Room E-312	644-9755
Dortha Martin	Room F-318	644-9764
Business/Social Science Division	Room F-311	644-9747

XVI. Sources of Additional Information Available in the Counseling Center

Holland File, see Secretary under Conventional Type
Occupational Outlook Handbook, page 89
Career World Magazine, "The Secretary", October 1977, page 22
SIGI Computer Information

Appendix I

Secretarial (Shorthand) - Associate in Applied Science

COURSES		CREDITS
First Semester		
ENG:101	College Composition I	3
BOE:112	Intermediate Shorthand	3
BOE:102	Intermediate Typewriting	3
BUS:104	Introduction to Business Administration	3
MTH:108	Elementary Applied Math OR	
XXX:XXX	Science Elective	3
PE: XXX	Physical Education elective (activity course if 20 or under at time of college admission)	1
		16 CREDITS
Second Semester		
ENG:102	College Composition II OR	
ENG:103	Report Writing	3
BOE:213	Advanced Shorthand	3
BOE:203	Advanced Typewriting	3
HST:100	American Civilization	3
BOE:109	Office Machines	4
PE: XXX	Physical Education elective (activity course if 20 or under at time of college admission)	1
		17 CREDITS
Third Semester		
ECO:151	Principles of Economics I OR	
ECO:140	Introduction to Economics	3
*ACC:101	Financial Accounting I OR	
ACC:100	Applied Accounting	3
**XXX:XXX	Math OR Science elective	3
BOE:210	Office Practice	4
BOE:220	Business Communications	3
		16 CREDITS
Fourth Semester		
BOE:216	Secretarial Procedures	3
BOE:218	Office Simulation OR	
BOE:221	Office Occupations Internship I (department approval)	3
***BUS:XXX	(3 cr. hrs. of Business Administration courses)	3
****BOE:XXX	(6 cr. hrs. of Business Education courses)	6
		15 CREDITS

*ACC:101, Financial Accounting I is recommended for students who plan to attend a four-year college.

**Math or Science elective must carry a number of 100 or above.

Associate in Applied Science

***Students may choose from the following:
BLW:200, College Law for Business
DP: 100, Introduction to Data Processing
MGT:204, Business Organization and Management
MKT:203, Principles of Marketing
ACC:102, Financial Accounting II
ACC:103, Managerial Accounting

****Students may choose from the following:
BOE:219, Office Administration
BOE:204, Professional Typewriting
BOE:111, Principles of Shorthand
BOE:105, Introduction to Word Processing
BOE:106, Word Processing Applications
BOE:218, Office Simulation
BOE:221, Office Occupation's Internship I
BOE:222, Office Occupations Internship II

BUSINESS EDUCATION STUDENTS SHOULD HAVE A "C" GRADE IN THE SPEED PORTION OF A SKILL COURSE BEFORE ADVANCING TO THE NEXT LEVEL.

Appendix I

Secretarial (Shorthand) - Certificate of Proficiency

COURSES		CREDITS
First Semester		
BOE:102	Intermediate Typewriting	3
BOE:112	Intermediate Shorthand	3
BOE:220	Business Communications	3
*XXX:XXX	Approved elective	3
BUS:104	Introduction to Business Administration	3
BOE:109	Office Machines	4
		19 CREDITS
Second Semester		
BOE:203	Advanced Typewriting	3
BOE:213	Advanced Shorthand I	3
BOE:216	Secretarial Procedures	3
BOE:210	Office Practice	4
**ACC:101	Financial Accounting I OR	
ACC:100	Applied Accounting	3
		16 CREDITS

*Students may choose from:
COM:101, Oral Communications I
SOC:100, **Human Relations**
PSY:201, General Psychology I
BLW:200, College Law for Business

**ACC:101, Financial Accounting I is recommended for students who plan to attend a four-year college.

BUSINESS EDUCATION STUDENTS SHOULD HAVE **A "C"** GRADE IN **THE** SPEED PORTION OF A SKILL COURSE BEFORE ADVANCING TO THE NEXT LEVEL.

Appendix I

Secretarial - Word Processing Option

COURSES		CREDITS
First Semester		
ENG:101	College Composition I	3
HST:100	American Civilization	3
BUS:104	Introduction to Business Administration	3
BOE:102	Intermediate Typewriting	3
MTH:108	Elementary Applied Mathematics	3
PE: XXX	Physical Education elective (activity course if 20 or under at time of admission)	1
		16 CREDITS
Second Semester		
ENG:102	College Composition II OR	
ENG:103	Report Writing	3
BOE:109	Office Machines	4
DP: 100	Introduction to Data Processing	3
BOE:203	Advanced Typewriting	3
BOE:220	Business Communications	3
		16 CREDITS
Third Semester		
*BOE:107	Machine Transcription	3
****ACC:101	Financial Accounting I OR	
ACC:100	Applied Accounting	3
BOE:210	Office Practice	4
*BOE:105	Introduction to Word Processing	3
MTH:XXX	Math OR	
**XXX:XXX	Science elective	3
		16 CREDITS
Fourth Semester		
ECO:140	Introduction to Economics OR	
ECO:151	Principles of Economics I	3
***BOE:106	Word Processing Applications	3
BOE:219	Office Administration	3
BOE:216	Secretarial Procedures	3
BOE:221	Cooperative Office Occupations I OR	
BOE:218	Office Simulation	3
PE: XXX	Physical Education elective (activity course if 20 or under at time of admission)	1
		16 CREDITS

*Prerequisite typing speed of 45 wpm.

**Math or Science elective must carry a number of 100 or above.

***Prerequisite typing speed of 50 wpm.

****ACC:101, Financial Accounting I is recommended for students who plan to attend a four-year college.

BUSINESS EDUCATION STUDENTS SHOULD HAVE A "C" GRADE IN THE SPEED PORTION OF A SKILL COURSE BEFORE ADVANCING TO THE NEXT LEVEL.

Word Processing Certificate of Proficiency. (See attached)

BEST COPY AVAILABLE

ONE-YEAR SECRETARIAL PROGRAM

(Word Processing Option)

CERTIFICATE OF PROFICIENCY

Name________________________ Semester________________________ **Student** Number________________

FIRST SEMESTER

______	ENG:101	College Composition I	3
______	HST:100	American Civilization	3
______	BUS:104	Introduction to Business Administration	3
______	BOE:102	Intermediate Typewriting*	3
______	MTH:108	Elementary Applied Mathematics	3
______	PE :xxx	Physical Education elective (activity course if 20 or under at the time of admission)	1
			16 hours

SECOND SEMESTER

______	ENG:102	College Composition II or	
______	ENG:103	Report Writing	3
______	BOE:109	Office Machines	4
______	DP :100	Introduction to Data Processing	3
______	BOE:203	Advanced Typewriting**	3
______	BOE:220	Business Communications	3
			16 hours

*Prerequisite typing speed of 45 wpm.
**Prerequisite typing speed of 50 wpm.

BUSINESS EDUCATION STUDENTS SHOULD HAVE A "C" GRADE IN THE SPEED PORTION OF A SKILL COURSE BEFORE ADVANCING TO THE NEXT LEVEL.

Note: **ACC:101, Financial** Account I, is **recommended for students** who plan to attend a **four-year col**lege.

BEST COPY AVAILABLE

TOURISM

I. Job Description

The program prepares students as beginning level retail travel agents, reservationists, travel sales, tour guides, travel planners, and meeting planners. Graduates must demonstrate the ability to perform in the following areas: travel agency procedures, airline ticketing, sales and marketing, written and verbal communciations, keyboard skills, travel planning and the planning of meetings.

II. General Information on Forest Park's Program

An Associate in Applied Science degree is awarded students who complete Forest Park's program in Tourism. The program is designed to prepare graduates for immediate employment in retail travel agencies of the community or related businesses.

Because an interdisciplinary background, good business skills, and the ability to communicate clearly and accurately are vital, the program includes courses in airline ticketing, travel sales, marketing, geography, English, travel planning and procedures, humanities, social sciences, business administration, mathematics, and science. Foreign language is encouraged. In addition, a travel internship in a local retail travel agency or related business is required.

A Certificate of Proficiency may be earned by those completing the travel courses plus electives for a total of 32 credit hours.

III. Professional Characteristics

The profession expects the graduate to possess the characteristics listed below. The student is, therefore, encouraged to develop them in order to successfully compete in the job market upon graduation.

- Reliability
- Self-confidence
- Perseverance
- Ambition
- Ability to communicate
- Ability to work well with others
- Ability to work with speed and accuracy
- Positive, friendly attitude
- Ability to withstand pressure
- Good grooming
- Knowledge of keyboard for typing and/or use of computer
- A sales orientation

IV. Employment Prospects and Salary

Entry level positions available from $9,000 - $10,000 yearly. Assistance provided in finding suitable employment for graduates. Good opportunity available for those wishing to work in outside sales.

National monthly salary range for Travel Agencies:

$600 - $ 650	**Mom** and Pop
700 - 725	Large Little
875 - 1,050	Commercial (Tuition Reimbursement)
800 - 1,500	Incentive Travel Sales

Top of the line is greater than $22,000 per year

V. Admission Statement

The requirements for entry into the program are the general requiremens for enrollment in the College.

VI. Entrance Requirements

None.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

The curriculum begins in fall and may be taken on a full-time or part-time basis, day or evening. Full-time students may complete the certificate program in one year or the associate degree program in two years.

IX. Retention

Students are expected to perform satisfactorily in the classroom.

X. Transferability

Various colleges and universities include this discipline in their course offering.

XI. Cost

In addition to the College's standard fees, first semester costs include $45 for books and supplies.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Lecture, simulation, special projects including research, field trips, sponsored student activities and the internship requirement.

XIV. Curriculum Outline

See Appendix I

XV. Name of One or More Department Members to Contact for Additional Information

Jack Miller	Room F-317	644-9749
Mary Walk	Room F-319	644-9750

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, page 205
Holland File, See: Travel Agent under Conventional Type
Catalyst Series, "**Travel** Agent"
Missouri View, Card Number 559
SIGI Computer Information

Appendix I

Tourism -

COURSES		CREDITS
First Semester		
TUR:100	Introduction to Tourism	3
TUR:101	Domestic Ticketing	3
ENG:101	College Composition I	3
BOE:101	Elementary Typing (if needed or elective)	3
PE :XXX	Physical Education	1
MTH:126	Technical Business Math I	3
		16 CREDITS
Second Semester		
XXX:XXX	U. S. and World Geography	3
TUR:102	International Ticketing	3
COM:101	Oral Communications I	3
HST:100	American Civilization	3
PE :XXX	Physical Education	1
XXX:XXX	Elective - Natural Science	3
		16 CREDITS
Third Semester		
HRM:201	Problems of Hospitality Management	3
TUR:200	Basic Travel Procedures	3
BUS:104	Introduction to Business Administration	3
TUR:201	Convention and Meeting Planning	3
TUR:104	Travel Internship	5
		17 CREDITS
Fourth Semester		
HRM:209	Hospitality Sales & Marketing	3
ACC:100	Applied Accounting	3
TUR:202	Computer Ticketing	3
TUR:103	Cultural Landmarks	3
XXX:XXX	Humanities Elective	3
		15 CREDITS

Recommended Electives:

Humanities I and II
Foreign Language
Introduction to Cultural Anthropology
Western Civilization
Introduction to Advertising

ADVERTISING DESIGN AND COMMERCIAL ART

I. Job Description

Commercial artists work in the challenging and creative career field of graphic communications. Areas of work include research, graphic design, illustration, photography and the various aspects of production art. Job opportunities are available in art studios, advertising agencies, printing and publishing firms, television studios, department stores, packaging companies and general industry.

II. General Information on Forest Park's Program

Forest Park's program in commercial art leads to the degree of Associate in Applied Science. The curriculum includes art courses in drawing, figure drawing, lettering and layout, design, advertising design, illustration, graphic production and commercial art specialization. Approved art electives enable students to take additional courses in painting, photography or printmaking. Academic courses include English, social science, mathematics or science.

The program has been carefully designed to train students for the wide variety of professional jobs available in commercial art. Successful completion of the program should provide the student with the required skills of the industry and professional ability in the production of commercial art. Student assignments and projects are selected to encourage the widest development of creativity and techniques to meet the demands of practical communication.

Commercial art is an industry that demands a high degree of personal skill as well as understanding of many technical processes. Success in this program demands the total involvement of the student.

III. Professional Characteristics

Students with a strong interest in developing as visual artists are prime candidates for the commercial art program. Some previous art experience is helpful but not necessary. In addition to an interest in art, students should have and develop the following skills and personal characteristics in order to successfully compete in the job market and obtain on-the-job advancement:

- Reliability
- Willingness to apply self to work
- Creative/inventive mental attitude
- Strong interest in visual images
- Perseverance
- Self-motivation and ability to work without close supervision
- Interest in and grasp of visual communication
- Ability to work well under pressure

IV. Employment Prospects and Salary

A variety of compensation plans are available to the commercial artist - hourly salary, percentage basis or piece work. Although some night shift positions are available, most commercial artists work a 40-hour week, plus frequent overtime. Disadvantages include pressures of meeting deadlines, lack of uniform compensation guidelines within the industry and the industry's reputation for frequent shifts in employment. Opportunity for self-employment is a definite possibility. Entry-level salaries range from $8,000 to $12,000 annually.

V. Admission Statement

Application to the College may be made at any time.

VI. Entrance Requirements

None.

VIII. Eligibility Semester

Not applicable.

IX. Retention

College procedures regarding excessive absence for attendance are followed. Success in class and/or career considerations guide the individual student's decision to remain in the program.

X. Transferability

Some four-year colleges such as Southwest Missouri State at Springfield and Webster College accept in transfer all course credits earned in this program. Washington University accepts transfer credit earned only in certain courses. If a student plans to transfer to a four-year institution rather than enter the professional field, it is advised that specific information be obtained from that school as soon as possible.

XI. Cost

In addition to the College's standard fees, the student should plan $75 to $100 each semester for books and supplies. Photography (an elective) can cost an additional $100 to $200 (not including the 35mm camera).

XII. Specific Financial Aid

For more detailed information, contact the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Studio art courses combine lecture, field trips, guest professionals, and various other means of relating information. The majority of class time is devoted to individual student production of art for specific assignments. Critique of student art is the most common form of evaluation.

XIV. Curriculum Outline

See Appendix 1.

XV. Name of One or More Department Members to Contact for Additional Information

Consult the counseling department at Forest Park or contact the Art Department Office, 644-9350.

James Hogan	Room G-422	644-9351

XVI. Sources of Additional Information Available in the Counseling Center

Holland File See: Commercial Artist under Artistic Type
Occupational Outlook Quarterly, "Careers in Advertising," Fall 1980, p. 2
SIGI Computer Information

Advertising Design and Commercial Art
Appendix I

COURSES		CREDITS
First Semester		
ART:107	Design I	2
ART:109	Drawing I	3
ART:111	Figure Drawing I	3
ART:113	Lettering & Layout I	2
ENG:101	College Composition I	3
HST:100	American Civilization	3
PE :xxx	Physical Education Elective	1
		17 TOTAL CREDITS
Second Semester		
ART:108	Design II	2
ART:110	Drawing II	3
ART:112	Figure Drawing II	3
ART:114	Lettering & Layout II	2
ENG:102	College Composition II	3
xxx:xxx	Social Science Elective	3
PE :xxx	Physical Education Elective	1
		17 TOTAL CREDITS
Third Semester		
ART:201	Design III	2
ART:240	Advertising Design I	3
ART:247	Illustration I	3
ART:244	Graphic Production	2
ART:100	Art Appreciation	3
xxx:xxx	Science or Math Elective	3
xxx:xxx	Approved Art Elective*	2-3
		18-19 TOTAL CREDITS
Fourth Semester		
ART:202	Design IV	2
ART:241	Advertising Design II	3
ART:248	Illustration II	3
ART:249	Commercial Art Specialization	3
xxx:xxx	Science or Math Elective	3
xxx:xxx	Approved Art Elective*	2-3
		16-17 TOTAL CREDITS

*May be chosen from Painting, Photography, or Printmaking.

ART

I. Examples of Careers and Salary Range

It is very difficult to support oneself on the production, exhibition and sale of art. It takes years to develop as an artist and years to gain a profitable reputation. Most artists need to find supplemental work for a livelihood. Many earn this livelihood in unrelated fields although there are some art related jobs that are available: teaching, self-employment (i.e., frame shops), gallery/museum work, design fields. The variety of work options makes it almost impossible to estimate salary ranges.

II. General Information on Forest Park's Program

The Fine Art Transfer program at Forest Park provides the first two years of basic visual art training, usually referred to as a foundation program. This foundation program gives students an exposure to a wide range of art experiences: drawing, design, figure drawing, photography, printmaking, ceramics, etc. Involved in this experience are the two basic aspects of the art field: skill development and creative visual thinking. Academic courses include English, social science, mathematics and/or science. The program is designed to allow students to transfer to most four-year institutions at the 3rd year level.

III. Potential Majors

Students with a strong interest in developing as visual artists are prime candidates for the art program. Some previous art experience is helpful but not necessary. Students should have a high interest in art and a desire to personally produce art.

IV. Prerequisites for First Semester Courses

None.

V. Program Cost

In addition to the College's standard fees, the student should plan $75 to $100 each semester for books and supplies. Photography (an elective) can cost an additional $100 to $200 (not including 35mm camera).

VI. Explanation of Instructional Approach

Studio art courses combine lecture, field trips, guest professionals and various other means of relating information. The majority of class time is devoted to individual student production of art for specific assignments. Critique of student work is the most common form of evaluation.

VII. Curriculum Outline

See Appendix I.

VIII. Name of One or More Department Members to Contact for Additional Information

Leon Anderson	Room G-416	644-9354
Mary Fifield	Room G-422	644-9351
Main Art Office	Room G-421	644-9350

IX. Sources of Additional Information Available in the Counseling Center

Art Department Handbook
Holland file in Counseling Center under "Artistic Type"
SRA Job Family Series, "Jobs In Fine Arts and Humanities"
Occupational Outlook Handbook

Appendix I

Art

COURSES		CREDITS
First Semester		
ART:111	Figure Drawing I	3
ART:109	Drawing I	3
ART:107	Design I	2
ART:101	Art History I	3
ART:212	Ceramics I OR	
ART:215	Photography I	3
ENG:101	College Composition I	3
PE: xxx	Physical Education elective	1
		18 CREDITS
Second Semester		
ART:112	Figure Drawing II	3
ART:110	Drawing II	3
ART:108	Design II	2
ART:102	Art History II	3
ART:213	Ceramics II OR	
ART:216	Photography II	3
ENG:102	College Composition II	3
PE: xxx	Physical Education elective	1
		18 CREDITS
Third Semester		
ART:201	Design III	2
ART:208	Drawing III	3
ART:222	Painting I	3
ART:225	Printmaking I	3
XXX:XXX	Science OR Math Elective	3
HST:101	U. S. History I OR	
HST:102	U. S. History II	3
		17 CREDITS
Fourth Semester		
ART:202	Design IV	2
ART:209	Advanced Drawing	3
ART:223	Painting II	3
ART:226	Printmaking II	3
XXX:XXX	Science OR Math Elective	3
PSC:101	Introduction to American Politics	3
		17 CREDITS

ARTS AND SCIENCES

I. Examples of Careers and Salary Range

Careers are varied and when possible follow from the chosen major. In this case, the options are as wide as the major possibilities. Many A & S students also go into sales, clerical and service occupations. The starting salary range is $900 - $1,000 per month.

II. General Information on Forest Park's Program

This program is designed to provide a liberal education, assist the student's adjustment in a changing world, and provide knowledge and skills that promote growth. Methods of analysis and principles of evaluation are provided to assist students in making rational judgments. The Associate in Arts is awarded upon completion of the program.

III. Potential Majors

Potential majors cover a wide variety of options in the humanities, social sciences, natural sciences, and fine arts.

IV. Prerequisites for First Semester Courses

Basic English and math competencies.

V. Program Cost

In addition to the College's standard fees, students should be prepared to pay for books and supplies in the amount of $60 - $100 each semester.

VI. Explanation of Instructional Approach

Standard lecture, discussion and individual approaches.

VII. Curriculum Outline

See Appendix I

VIII. Name of One or More Additional Members to Contact for Additional Information

Dr. John F. White	Room B-230	644-9390/644-9391
Mr. Malkom Jackoway	Room A-238	644-9356

IX. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, 1980-81 Edition
Dictionary of Occupational Titles
Encyclopedia of Careers and Vocational Guidance, Vol. I and Vol. II

Arts and Sciences
Appendix I

COURSES	CREDITS
1. Communication - Humanities	15
(credit in both areas) a. College Composition I (ENG:101) College Composition II (ENG:102) Oral Communication (COM:101) (9 credits)	
b. Area Electives, select from: Art, Written Communication, Literature and Culture, Foreign Language and Cultures, Humanities, Media, Music, Philosophy, Reading, Speech Communication, Theatre (6 credits)	
2. Social Science	15
a. American History/Political Science, to satisfy Missouri State Requirements (3 credits)	
b. Area Electives, select from: Anthropology, Economics, Geography (except Physical), History, Human Services, Political Science, Psychology, Sociology (12 credits)	
3. Natural Science - Mathematics	15
(credit in both areas) a. Mathematics (3 credits)	
b. Area Electives, select from: Astronomy, Biology, Chemistry, Geology, Physical Geography, Physical Science, Physics, Mathematics (12 credits)	
4. Physical Education	2
5. Electives	17
	64 TOTAL CREDITS

GENERAL TRANSFER STUDIES

I. Examples of Careers and Salary Range

Careers are varied and when possible follow from the chosen major. Many GTS students go into sales, clerical and service occupation employment. This is often after pursuing a transfer program of study in business, health sciences, technical or liberal arts fields. Starting salary range is currently $1,000 to $1,100 per month.

II. General Information on Forest Park's Program

The program is designed to enable students to complete the first two years of a Bachelor's program by selecting the courses that will be required at the institution to which they will transfer. This degree is also intended to provide two years of general education. Associate in Arts is awarded.

III. Potential Majors

Potential majors cover a wide variety of options in the humanities, social sciences, natural sciences and the fine arts.

IV. Prerequisites for First Semester Courses

Basic English and math competencies.

V. Program Cost

Average College cost.

VI. Explanation of Instructional Approach

Standard lecture, discussion, individual approaches.

VII. Curriculum Outline

See Appendix I.

VIII. Name of One or More Department Members to Contact for Additional Information

Dr. John F. White	Room B-230	644-9390
Mr. Malkom Jackoway	Room A-238	644-9356

IX. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Hankbook, 1980-81 Edition
Dictionary of Occupational Titles
Encyclopedia of Careers and Vocational Guidance, Vols. I and II

Appendix I

General Transfer Studies

COURSES	CREDITS
1. Communication Skills	9
a. ENG:101 College Composition I COM:101 Oral Communication I	(6)
b. Area electives, select from: Written Communication, Mass Communication or Speech Communication	(3)
2. Humanities	9
Area electives, select from: Art, Literature, Humanities, Music, Philosophy, Theatre, Foreign Languages, Film	
3. Social Science	12
a. American History/Political Science to satisfy Missouri State Requirement	(3)
b. Area Electives, select from: Anthropology, Economics, Geography (except Physical), History, Political Science, Psychology, Sociology	(9)
4. Natural Science - Mathematics	9
(credit in both areas) Area Electives, select from: Astronomy, Biology, Chemistry, Geology, Physical Geography, Physical Science, Physics, Mathematics	
5. Physical Education	2
6. Electives	23
	64 CREDITS

MASS COMMUNICATIONS

I. Job Description

The field of mass communications encompasses a wide variety of professions ranging from straight news reporting to creative advertising copywriting. Graduates of the program may work as newspaper reporters, magazine writers, photographers, public relations or advertising specialists, as well as writers or producers at radio or television stations, in government agencies or private industries. The program is not designed to train students in broadcast engineering.

II. General Information on Forest Park's Program

Students in the Mass Communications career program work toward an Associate in Applied Science degree. The Associate degree requires completion of 64 credit hours as set forth in the program which is approved by the Missouri Board of Higher Education and by the North Central Association. Students may choose either a Print Option or Broadcast Option, whichever suits their individual goals.

III. Professional Characteristics

Students are encouraged to develop the following skills and personal characteristics in order to successfully compete in the job market upon graduation:

- Good writing skills
- Self-confidence
- Ambition
- Willingness to accept unusual work hours
- Ability to work long hours and put in extra time
- Ability to assume responsibility
- Ability to withstand deadline pressures
- Ability to assume leadership roles
- Ability to type (students must be able to type 40 wpm before graduating)

IV. Employment Prospects and Salary

Employment possibilities in this field are many and varied. The staff of the Mass Communications Department assists graduates in locating employment. The beginning salary ranges from $10,000 to approximately $23,000 a year.

V. Admission Statement

Admission requirements are the same as those for the College.

VI. Entrance Requirements

There are no particular entrance requirements, other than those of the College, **for the** Mass Communications career program.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Students may take 16 hours a semester and complete the program in 4 semesters but they are encouraged to take a smaller load and complete some courses, including their internships, in the summer.

The program begins in fall, spring and summer semesters and may be taken on a full or part-time basis, day or evening.

IX. Retention

Students may begin working in the media field before completing their degrees and return to school later to finish. Most students complete the program in two to three years.

X. Transferability

All Mass Communications courses have transfer numbers and transfer at least as general electives to schools which do not have Mass Communications majors.

XI. Cost

In addition to the standard fees of the College, $100 to $150 will be required for books during the four semesters.

XII. Specific Financial Aid

Besides the financial aid available through normal college channels, students are encouraged to apply for journalism scholarships sponsored annually by the St. Louis Journalism Foundation and the St. Louis Post-Dispatch. The Times-Mirror Corporation, owners of KTVI-TV, offer four, $500 scholarships annually to broadcasting students at Forest Park.

XIII. Explanation of Instructional Approach

Classroom studies begin with basic liberal arts courses, as well as the fundamentals of journalism, broadcasting and advertising. Advanced courses in print and broadcasting emphasize hands-on experience. The college is equipped with radio, television and newspaper laboratories. During their final semester, students get practical experience through internships at local newspapers, magazines, advertising and public relations firms, radio and television stations, etc.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Print:	Kathe Dunlop	Room B-226	644-9377
	Beverly Bishop	Room A-218	644-9373
Broadcasting:	John Sabin	Room A-218	644-9373
	Lynn Wilbur	Room A-218	644-9373

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, See: Communication Occupations, pp. 474-482
Communications (Women) Catalyst, Career Opportunities Series C5
Holland File, Mass Media, 0443 (EAR) "Women on the Job--Careers in Broadcasting", "Careers for a Changing World" 1007 (A)
Mass Communications Graduate Study, 0460 ASE, See: Journalist
See: Broadcast Technicians, 1080 (EAR), Radio/TV Broadcaster
SIGI Computer Information

Mass Communications
Appendix I

PRINT EMPHASIS

COURSES		CREDITS
Basic Liberal Arts Courses		
ENG:101	College Composition I	3
ENG:102	College Composition II	3
xxx:xxx	Math OR Science electives	6-8
HST:100	American Civilization AND	3
xxx:xxx	Social Science elective	3
	OR	
PSC:101	Introduction to American Politics AND	3
HST:101	American History I OR	3
HST:102	American History II	
ECO:140	Introduction to Economics	3
xxx:xxx	Humanities elective	3-5
PE :xxx	Physical Education electives	2
		26-30 CREDITS
Basic Mass Communications Courses		
MCM:101	Introduction to Mass Communications	3
MCM:110	Journalism I: Writing and Reporting	3
MCM:120	Introduction to Broadcasting	3
MCM:140	Introduction to Advertising	3
		12 CREDITS
Print Courses		
MCM:111	Journalism II: Editing and Design (Prerequisite: MCM:110)	3
MCM:113	Applied Journalism (Prerequisite: MCM:110 and ENG:101)	3
MCM:112	Feature Writing (Prerequisite: ENG:101)	3
MCM:210	Public Affairs Reporting OR (Prerequisite: MCM:110 and ENG:101)	
MCM:141	Public Relations	3
ART:215	Photography I OR	
MCM:134	Film Making	3
MCM:201	Mass Media Internship I (Prerequisite: Permission of Instructor)	3-5
		18-20 CREDITS

OPEN ELECTIVES: 2-8 Credit Hours

Mass Communication students must be able to type 40 wpm.

Mass Communications
Appendix I cont'd

BROADCAST EMPHASIS

COURSES		CREDITS
Basic Liberal Arts Courses		
ENG:101	College Composition I	3
ENG:102	College Composition II	3
xxx:xxx	Math OR Science electives	6-8
HST:100	American Civilization AND	3
xxx:xxx	Social Science elective	3
	OR	
HST:101	American History I OR	3
HST:102	American History II AND	
PSC:101	Introduction to American Politics	3
ECO:140	Introduction to Economics	3
xxx:xxx	Humanities electives	3-5
PE :xxx	Physical Education electives	2
		26-30 CREDITS
Basic Mass Communications Courses		
MCM:101	Introduction to Mass Communications	3
MCM:110	Journalism I: Writing and Reporting	3
MCM:120	Introduction to Broadcasting	3
MCM:140	Introduction to Advertising	3
		12 CREDITS
Broadcasting Courses		
MCM:121	Television Production (Prerequisite: MCM:120)	3
MCM:122	Applied Broadcasting (Prerequisite: MCM:120)	3
MCM:123	Broadcast Journalism (Prerequisite: MCM:120 OR MCM:110)	
MCM:124	Radio Production (Prerequisite: MCM:120)	3
MCM:134	Film Making OR	
ART:215	Photography I	3
MCM:201	Mass Media Internship I (Prerequisite: Permission of Instructor)	3-5
		18-20 CREDITS

OPEN ELECTIVES: 2-8 Credit Hours

Mass Communications students must be able to type 40 wpm.

MUSIC

I. Examples of Careers and Salary Range

Teaching, K - 12:	begin $12,000 - $15,000
Teaching, college:	13,000 - 17,000
Music Therapy:	12,999
Music Merchandising:	variable
Performing:	variable

II. General Information on Forest Park's Program

The curriculum in music, which leads to the Associate in Arts degree, offers freshman and sophomore level courses transferable to four-year colleges and universities. The program includes courses in music theory, music literature, class instruments and performing ensembles. Credit can also be earned for individualized private instruction on the student's major instrument. Music courses are also open to general students who want to participate in musical activities at Forest Park or who would like to enrich their cultural background through music.

III. Potential Majors

Potential majors include students who have a desire to pursue music and the dedication required to improve musical skills. It is recommended that the prospective music major have some previous performing experience.

IV. Prerequisites for First Semester Courses

Music Theory I - ability to read music notation is recommended.
English Composition I - placement test is required.

V. Program Cost

In addition to the standard College fees, students who participate in instrumental courses (Jazz Band, Class Guitar, etc.) must supply their own instrument. Students who wish to take Applied Music for credit must pay for the individual lessons.

VI. Explanation of Instructional Approach

In following the music curriculum, the music major will enroll both in lecture courses and in performance oriented courses. The latter requires active participation on the part of the student.

VII. Curriculum Outline

See Appendix I.

VIII. Name of One or More Department Members to Contact for Additional Information

Stephen Curtis   Room T-127   644-9383 or 644-9384

IX. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook
Holland Files: Artistic type - "Music Teacher" - "Musician"
Social type - "Music Therapist"

Appendix I

Music

COURSES		CREDITS
First Semester		
MUS:101	Music Theory I	4
MUS:121	Class Piano I	2
MUS:XXX	Chorus, Band or Orchestra	1
*MUS:XXX	Music Performance Elective (Applied Music/Class Instrument)	1- 3
**MUS:XXX	Music Literature Elective (Introduction to Music Literature recommended)	3
ENG:101	English Composition I	3
PSC:101	Introduction to American Politics	3
		17-19 CREDITS
Second Semester		
MUS:102	Music Theory II	4
MUS:122	Class Piano II	2
MUS:XXX	Chorus, Band or Orchestra	1
*MUS:XXX	Music Performance Elective (Applied Music/Class Instrument)	1- 3
**MUS:XXX	Music Literature Elective	3
ENG:102	English Composition II	3
HST:101	American History I OR	3
HST:102	American History II	
		17-19 CREDITS
Third Semester		
MUS:201	Music Theory III	4
MUS:221	Class Piano III	2
MUS:211	Music History I	3
MUS:XXX	Chorus, Band or Orchestra	1
MUS:XXX	Music Elective (Applied Music recommended)	1- 3
XXX:XXX	Science or Math elective	3
PE: XXX	Physical Education Elective	1
		15-17 CREDITS
Fourth Semester		
MUS:202	Music Theory IV	4
MUS:222	Class Piano IV	2
MUS:212	Music History II	3
MUS:XXX	Chorus, Band or Orchestra	1
MUS:XXX	Music Elective (Applied Music recommended)	1- 3
XXX:XXX	Science or Math elective	3
PE: XXX	Physical Education elective	1
		15-17 CREDITS

*Music Performance Electives include: Applied Music I, II, III, IV; Beginning Voice; Advanced Voice; Class Guitar; Class Winds; Class Brass; Jazz Performance; other specialized courses offered by the department.

Music

**Music Literature electives include: Introduction to Music Literature; History of Jazz; other specialized courses offered by the department.

Class Piano must be taken until proficiency is established. However, students may need additional electives if one or more semesters of Class Piano is waived.

A maximum of 4 credits in Chorus, Band or Orchestra may be applied toward a degree.

Math/Science electives may be chosen from the following:

Biology

Introduction to Biology
*Modern Aspects
Principles
*Ecology
*Human Heredity
Anatomy and Physiology
Microbiology
Botany/Zoology

Mathematics

Modern College I and II
***Technical Business I and II
***Technical Math I and II
***Intermediate Algebra
College Algebra
Trigonometry
***Technical Algebra/Trigonometry
Calculus
Finite Math
Differential Equation

Physical Science

*Astronomy
Chemistry (100 level)
*Earth Science
Geology
**Physical Geography
Physical Science
Physics

*These courses are lecture only (no lab).
**This course usually transfers as a Social Science elective. See counselor for details.
***These courses normally do not transfer to a four-year college.

TECHNICAL/BUSINESS COMMUNICATION

I. Examples of Careers and Salary Range

Technical writers **instruct or inform** both the general public and specific readers about scientific, technical, and medical subjects. They work in many fields and produce a wide variety of materials, such as letters, proposals, manuals, instruction sheets, documents for business and technical presentations, brochures, reports, studies, etc. They sometimes give or assist in giving oral presentations of material. They work for many different kinds of institutions: manufacturing firms, the federal government, the military, schools, advertising agencies, research organizations, financial institutions and social service institutions.

The job outlook for technical writers is good. As more and more technologies develop, naturally the need for technical communicators increases. The average salary range for 1981 was between $10,000 and $18,000, but graduates of the four-year programs start at a higher salary. The average graduate of University of Minnesota's program last year began at $17,500 and two students began at $24,500/year.

II. General Information on Forest Park's Program

Two programs are offered in Technical/Business Communications, the CERTIFICATE OF PROFICIENCY IN TECHNICAL/BUSINESS COMMUNICATION, a 30-hour certificate program and the ASSOCIATE IN ARTS DEGREE IN TECHNICAL/BUSINESS COMMUNICATION. Either program could prepare an individual to enter the field of technical communications.

The certificate program, however, might be undertaken by someone who already has training or education--perhaps even an Associate's or Bachelor's degree--in some technical field such as engineering, data processing, health science, etc. This person needs to learn only the communications skills to enter the field of technical communications. (The certificate program might also be undertaken by someone in one of these fields, or in a field such as business or social science, in order to learn the writing and speaking skills necessary to advance in the field.)

The Associate in Arts degree in Technical/Business Communication would be undertaken by someone wishing to finish a baccalaureate program in technical communications.

III. **Potential Majors**

The baccalaureate program in technical communications is offered at a number of schools around the country, including the University of Missouri, Iowa State University, University of Minnesota and the Illinois Institute of Technology. A few schools, such as the University of Minnesota, offer advanced degrees in technical communications.

Technical communicators have **at least a basic underst**anding of some technical field--such as engineering or data processing--and a very good understanding of communication arts. They must be able to conduct careful research on a subject through both interviews and library research, and must be able to organize data and communicate it precisely. They must be able to get along well with a variety of people, as their work often involves them with technical experts, management, and production specialists. They must be disciplined, logical, and able to work well without supervision. Ideally, a technical communicator is a person interested in both science and the humanities.

IV. Prerequisites for First Semester Courses

Students who show deficiencies in math, English, or reading must enroll in non-transfer developmental courses to improve their skills.

V. Program Cost

Same as all courses--no special costs.

VI. Explanation of Instructional Approach

Courses are taught mostly through a combination of lecture, discussion, and workshop techniques.

VII. Curriculum Outline

See Appendix I

VIII. Name of One or More Department Members to Contact for Additional Information

Carol Niederlander	Room A-230	644-9361

IX. Sources of Additional Information Available in the Counseling Center

1. "Writers, Technical," Occupational Brief, Chronical Guidance Publications, Inc. #178
2. "Technical Writers," SRA Occupational Brief, #286
3. "Architectural Writer, Editor," Vocational Biographies, Series G, Volume 6, No. 9
4. "Education for Technical Writers," by John A. Walter, reprinted from the Journal of the Society for Technical Communication, #A900, 1130

APPENDIX I

CERTIFICATE OF PROFICIENCY IN TECHNICAL/BUSINESS COMMUNICATION

REQUIRED COURSES: (15 credit hours)

ENG:100	*Career English OR
ENG:101	*College Composition I
ENG:103	*Report Writing
COM:101	Oral Communications I
COM:108	Effective Business and Technical Presentations
ENG:219	*Advanced Report Writing

ELECTIVES:

15 credit hours from courses in Groups I and II. Take at least 9 credit hours in Group I.

Group I:

MCM:110	*Journalism I (Writing and Editing)
MCM:111	*Journalism II (Editing and Design)
MCM:112	*Feature Writing
MCM:140	Introduction to Advertising
MCM:142	*Applied Advertising
COM:103	Small Group Communications
COM:105	The Interview Process: On the Job Communication
COM:110	Institutional and Organization Communications

Group II: (6 credit hours can be chosen from this group)

Foreign Language
Photography
Graphics, Commercial Art, or Technical Illustration
Course work in fields such as Data Processing, Engineering, Business or Health Care

*Prerequisite required

ASSOCIATE OF ARTS DEGREE: TECHNICAL/BUSINESS COMMUNICATION OPTION

REQUIRED COURSES: (15 credit hours)

ENG:100	*Career English OR
ENG:101	*College Composition I
ENG:103	*Report Writing
ENG:219	*Advanced Report Writing
COM:101	Oral Communications I
COM:108	Effective Business and Technical Presentations

TWELVE CREDIT HOURS CHOSEN FROM THE FOLLOWING

COM:103	Small Group Communication
COM:105	Interview Process
COM:109	Conference Leadership/Decision Making
COM:110	Organization Communication
MCM:110	*Journalism I (Writing and Editing)
MCM:111	*Journalism II (Editing and Design)

MCM:112	*Feature Writing
MCM:140	Introduction to Advertising
MCM:142	*Applied Advertising

In addition to the departmental requirements for the AA degree in Technical/Business Communication, the following general academic requirements must be fulfilled for the AA degree.

SOCIAL SCIENCE (12 hours)

PSC:101	Introduction to American Politics (or any other course or courses which meet the federal and state constitutional and American history and institutional requirements)
PSY:201	General Psychology I

Social Science Electives (6 hours)

NATURAL SCIENCE AND/OR MATH (12 hours)

ELECTIVES (12 hours)

If you have more than the number of hours required in any of the above sections, list those courses here. You may also take electives in Business, Engineering, Literature or other Humanities courses.

PHYSICAL EDUCATION COURSES (2 hours)

(First aid, etc., not acceptable. Not required if student is a veteran or over 21 when first enrolling as a regular student.)

*Prerequisite required

CLINICAL LABORATORY TECHNOLOGY

I. Job Description

Trained to perform all clinical and medical laboratory testing including analysis of antibodies and antigens in blood; typing of blood; analysis and identification of disease-producing organisms; blood testing for presence of enzymes, hormones, protein, carbohydrates, etc.; identification and enumeration of blood cells and platelets; urinalysis - physical, chemical and microscopic; and other techniques related to diagnosis and disease prevention.

II. General Information on Forest Park's Program

The Clinical Laboratory Technology Program is fully accredited through NAACLS (National Accrediting Agency for Clinical Laboratory Sciences), an organization that reports to CAHEA (Committee on Allied Health Education and Accreditation) that accredits according to the standard set forth by the CME (Committee on Medical Education). Both CAHEA and the CME are recognized by the American Medical Association. Graduates of the program are eligible to take the National Certifying Registry Examination.

III. Professional Characteristics

The medical profession expects the Clinical Laboratory Technician to possess the following traits. The student is, therefore, encouraged to develop these characteristics in order to successfully compete in the job market upon graduation.

- Good science background;
- Good finger/hand dexterity and good locomotion in a laboratory setting;
- Honesty (personal and work-related);
- Interested and concerned with work and professional growth;
- Ability to deal with and work effectively in emergency and pressure situations;
- Willingness and ability to communicate effectively with others (co-workers, physicians, nurses, etc.);
- Ability to work as a member of a team;
- Ability to assume responsibility.

IV. Employment Prospects and Salary

A career in Clinical Laboratory Technology is challenging and rewarding. The demand for technicians has increased in recent years and the opportunities for advancement are excellent. Graduates may expect to enter the job market at approximately $1,100 per month upon certification. Clinical Laboratory technicians can expect to work rotating shifts, overtime, some weekends and holidays.

V. Admission Statement

Applications to the college should be made by January of the same year in which the student wishes to enroll, although applications will be accepted until the program is filled. See application procedures.

VI. Entrance Requirements

See Appendix I.

VII. Eligibility Semester

See Appendix II.

VIII. Course Load

Check program - course work is sequentially organized (especially CLT numbered courses). Additionally, a student is expected to follow the total program.

IX. Retention

Retention is based on the student:

1. Receiving a "C" or better in all clinical laboratory courses and all math and science course work.
2. Meeting minimum criteria established in practicum areas with a satisfactory grade.

Complete retention policies are available in the Clinical Laboratory Program office.

X Transferability

Webster College now accepts all credits **from** this program in direct transfer toward a Baccalaureate degree. Other **institutions** accept **transfer** course credits on an individualized basis; and in some instances challenge examinations are given.

XI. Cost

In addition to the standard College fees, **students** may expect to incur the following expenses:

Item	Cost	Semester
Books, supplies	\$100 - \$150	Each
Uniforms	150 - 200	3 and 4
Insurance	12	3 and 4
	3	Summer
Parking (at hospitals)	20	3 and 4
Registry fee	50	4
Expenses related to graduation	50	4

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Lecture. . .Demonstration. . .Case Studies. . .Slide Tape. . .Laboratory Sessions. . .Film. . .Occasional Field Trip. . .Practicum

XIV. Curriculum Outline

See Appendix III.

XV. Name of One or More Department Members to Contact for Additional Information

Clinical Laboratory Technology Program		
Mary Ann Monti	Room B-432	644-9343 OR 644-9323
Health Technology Department	Room A-412	644-9325

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, p. 159
Health Careers Programs, Laboratory Careers, p. 26
Holland Files, Investigative Type under Medical Laboratory Worker
SIGI Computer Information

APPENDIX I

CLINICAL LABORATORY TECHNOLOGY

WORKSHEET

NAME ____________________ STUDENT NUMBER __________

MINIMUM			YES	NO
Send file without:	Regular Student Status		____	____
	Personal Health History Form		____	____
	High School Transcript (Partial)		____	____
	High School Transcript (Final)		____	____
	Date of Graduation - High School	______		
2.50 cumulative:	High School GPA	______		
C Grade:	Biology 1 year	______	____	____
C Grade:	Algebra	______	____	____
225/45:	GED Eligible Score	______	____	____
	Eligibility Semester		____	____
2.50 cumulative:	College Transcripts:			
	1) ____________________, evaluated		____	____
5 year limit:	2) ____________________, evaluated		____	____
C Grade:	College Math	______	____	____
C Grade:	College Science	______	____	____
	NOTE: College work must have been completed in previous 5 years.			
	Currently enrolled:		____	____
	College ____________________			

Placement Test Scores: Eng ______ Math ______ Rdg ______

Recommendation: **Admit to** Program ________

Do Not Admit ________

Comments: ____

____

____

APPENDIX II

ELIGIBILITY SEMESTER FOR CLINICAL LABORATORY TECHNOLOGY PROGRAM

Minimum of nine (9) credit hours required for eligibility semester in Fall and/or Spring. The nine (9) hours should be a math, a science and one other course in Clinical Laboratory Technology program.

Example of an eligibility semester (Fall and/or Spring)

*(Choice of English and Math courses will be determined by College Wide Placement Tests.)

A. Math

1. Elementary Algebra
2. Intermediate Algebra
3. Technical Math
4. College Algebra

*See above for placement tests

B. Science

1. Fundamentals of Chemistry I
2. Introduction to Biology
3. Clinical Physiology
4. Anatomy & Physiology I and II (must take both if replacing Clinical Physiology)

C. General Education

1. College Composition I or II
2. Introduction to Sociology
3. American Civilization

*See above for placement tests

Summer eligibility is six (6) credit hours in Math and Science from any of the above A., B.

If all science and/or math are exhausted as choices for eligibility coursework, then a substitution may be made from C. - but at least one (1) math or science must be taken in an eligibility semester.

If it is necessary for a student to repeat science and math courses more than twice to become eligible for the Clinical Laboratory Technology program, chances of success are greatly decreased in this program and their chances of success in passing the national certification exam are decreased.

Clinical Laboratory Technology

Appendix III

COURSES	CREDITS	CONTACT HOURS
First Semester		
ENG:101 College Composition I	3	3
CHM:101 Fundamentals of Chemistry I	4	6
MTH:124 Technical Math I	3	3
CLT:101 Medical Microbiology	3	6
BIO:102 Clinical Physiology	3	4
CLT:100 Orientation to Medical Laboratory	1	1
PE :xxx Physical Education	1	1
	18 CREDITS	24 CONTACT HOURS
Second Semester		
ENG:102 College Composition II	3	3
CHM:212 Bio-Organic and Analytical Chemistry	4	5
CLT:104 Pathogenic Bacteriology I	4	5
CLT:103 Hematology	3	5
CLT:102 Routine Analysis	2	3
PE :xxx Physical Education	1	1
	17 CREDITS	22 CONTACT HOURS
Summer Semester		
CLT:105 Basic Medical Laboratory Skills	4	
HST:100 American Civilization	3	
	7 CREDITS	
Third Semester		
CLT:200 Pathogenic Bacteriology II	4	5
CLT:201 Clinical Chemistry I	5	5
CLT:202 Clinical Practice I	4	24
CLT:203 Immunology and Serology	1	2
CLT:204 Blood Bank	2	4
	16 CREDITS	40 CONTACT HOURS
Fourth Semester		
CLT:205 Pathology-Correlation Conference	1	3
CLT:206 Clinical Chemistry II	4	5
CLT:207 Clinical Practice II	4	24
SOC:101 Introduction to Sociology	3	3
CLT:208 Professional Development	1	1
	13 CREDITS	36 CONTACT HOURS

DENTAL ASSISTING

I. Job Description

The Dental Assistant is part of a health team which works under the dentist's direct supervision. A chairside aide, the Dental Assistant prepares patients for treatment, prepares instruments and all restorative materials, takes impressions, exposes and develops radiographs, demonstrates preventive dentistry to the patient, prepares tray set-ups and performs other related duties. The Dental Assistant is also responsible for certain office procedures like scheduling appointments, keeping dental records and collecting accounts.

II. General Information on Forest Park's Program

The Dental Assisting Program at St. Louis Community College at Forest Park is a one year career program, leading to a Certificate of Proficiency in Dental Assisting and is accredited by the American Council on Dental Education. In order to become certified, the student Dental Assistant must pass the Council of Dental Education National Examination upon completion of the course work.

Students may enter the program during the fall semester only. On-campus facilities include a fully equipped dental clinic with 20 dental chairs and units, a dental laboratory and three x-ray rooms in which the student receives training.

III. Professional Characteristics

The dental profession expects the Dental Assistant to possess the following traits.

-Good science background
-Good command of English and typing skills
-Good physical and emotional health
-Dependability and ability to accept responsibility
-Outgoing personality; enjoy working with people
-Good finger dexterity and coordination, especially eye/hand
-Average weight
-Neat appearance

The student is, therefore, encouraged to develop these characteristics in order to successfully compete in the job market upon graduation.

IV. Employment Prospects and Salary

Graduate Dental Assistants may find employment in a private dental office, both general and specialized. Positions are also available in dental schools, federal agencies such as the Veterans Administration and Public Health Service installations or armed forces clinics and hospitals. The beginning average salary is $800 per month.

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V. Admission Statement

Application to the College should be made by April of the same year in which the student wishes to enroll. See application procedures. Credentials will be reviewed and an interview arranged with the department chair if the student meets all entrance requirements.

VI. Entrance Requirements

See Appendix I.

VII. Eligibility Semester

The following are examples of eligibility semesters for Dental Assisting. The student must complete the course with a minimum 2.25 GPA and with no grade under "C."

Example I		Example II	
BIO:111	Intro Biology I	ENG:101	College Composition I
ENG:101	College Composition I	PSY:201	General Psychology I
PSY:201	General Psychology I	BOE:101	Elementary Typewriting

VIII. Course Load

The course load should not exceed the maximum credit hours listed on the program outline for a specific semester.

IX. Retention

A student in the Dental Assisting Program will be deemed successful and be retained in the program if he/she:

1. achieves a "C" grade or better in all specialty and science courses in the curriculum. Consequence of not achieving a grade of "C" or better is that the student will be withdrawn from the program.

2. maintains a 2.00 semester and cumulative GPA. Consequences of not maintaining 2.00 GPA will constitute withdrawal from the program.

3. makes it his/her responsibility to:

   a. meet the requirements for graduation.
   b. register for required courses in correct semester of the program.
   c. petition the registrar to evaluate out-of-district college transcripts.

   Consequence: will not receive Certificate of Proficiency in Dental Assisting.

4. The following is a breakdown of the Dental Assisting Program's grading system and will be followed unless otherwise stated by an instructor:

   100 - 93 = A
   92 - 83 = B
   82 - 75 = C
   74 - 65 = D
   below 65 = F

5. Courses must be taken in order or sequentially as prescribed by the department. If a student withdraws from a required course, then the student must retake that course before continuing in the program. A student may withdraw only once from a course in the Dental Assisting Program. If a student withdraws from a DA numbered course, the student must withdraw from all DA numbered courses. All courses in the program must be taken.

6. Satisfies the clinic requirements of the program. Students must have a total of at least 300 extra-mural clinic hours. All extra-mural clinic hours missed must be made up on weekends, between semesters and/or holidays. A letter of confirmation on the Doctor's letterhead must be given to the program **director** immediately upon completion of make-up. Student **will not** be allowed to start spring semester or complete graduation without having completed all clinic make-up work and turned in all confirmation letters.

7. Attendance

   a. Students are expected to attend all Dental Assisting classes and laboratories. Excessive, unexcused absences will be considered grounds for dismissal from the program. Excessive absences are defined as twice the number of sessions a class meets a week.

   b. If a student misses half the class period, then that is considered and counted as an absence.

   c. Absences due to illness, surgery, pregnancy, etc., will be handled on an individual basis. All such cases require a doctor's statement.

8. Absences

   a. All days (time) missed in practicum **training** must be made up at the discretion of each office. This includes excused absences. Excessive absences are grounds for dismissal.

   b. Is not tardy to class or clinic. Three tardies will be counted as one unexcused absence in didactic courses. Tardiness is defined as coming into class five (5) minutes after class has started. Clinic tardiness is defined **as coming into clinic five (5)** minutes after clinic has **started**. **Three times tardy** will be counted as one unexcused absence.

9. Guidelines for Dismissal

Should a decision be made by the instructor to dismiss a student, the following will apply:

a. Records of such dismissals shall be placed on a temporary basis in the student's file or record in such a manner as the Dean of Student Personnel Services shall direct.

b. Subsequent to dismissal from class, the student has the following recourse and must follow in order:

1) conference with Instructor; if problem is not resolved, then
2) conference with Department Head; if problem is not resolved, then
3) conference with Division Head; if problem is not resolved, then
4) conference with Dean of Instruction - if at level (4) and the problem is not resolved, then the student and the Dean of Instruction may initiate further action leading to a hearing with the Appeals Committee.

The above policies are in compliance with the accreditation board, college regulations and departmental policies. Students wishing to pursue the Dental Assisting program must comply with the retention policies and must sign this paper signifying his/her willingness to abide by and follow said policies. Consequences for not following the above could involve any of the following, depending upon the severity of the problem:

a. Repetition of required course(s)
b. Probation
c. Suspension
d. Withdrawal from the program

I have read and agree to comply with the above requirements for retention in the Dental Assisting Program at St. Louis Community College at Forest [illegible]rk.

______________________________ ______________
Student Date

X. Transferability

The courses which comprise the Dental Assisting program are vocational and will not transfer as college credits to most four-year colleges and universities. Some courses in the program are transferable to the Forest Park Dental Hygiene Program.

XI. Cost

In addition to the standard College fees, the student can expect the following expenses:

Item	Cost	Semester
Books, supplies	$100	1 and 2
Uniforms	150	1
Insurance	12	1 and 2
Parking, off campus	25	1 and 2
Lab fee	35	1 and 2

XII. Specific Financial Aid

In addition to Financial Aid opportunities offered through the college Financial Aid Office, the Juliette A. Southard Scholarship Trust Fund may provide additional assistance to students in Dental Assisting. Please see the attached brochure and sample application form.

XIII. Explanation of Instructional Approach

The approach to learning used in Dental Assisting is:

1. lecture, using visual aids - slides and films
2. demonstration of procedure or technique used with actual materials and equipment
3. lab and clinic sessions on mannequins, peers and patients
4. testing - written and application

XIV. Program Outline

See Appendix II.

XV. Name of One or More Department Members to Contact for Additional Information

Dental Assisting Department	Dental Clinic	644-9330
Paula McEnery, Department Chairperson, Dental Technologies	Dental Clinic	644-9332

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, "Dental Assistants;" p. 367
Holland Files, Blue Section - Dental Assisting includes:
a. Vocational Biographies "Dental Health Coordinator/Receptionist"
b. SRA Occupational Brief "Dental Assistants"
c. Missouri View "Dental Assistant;" Card #156

Information available in the college library:

1. Modern Dental Assisting, 617.6, Chapter Four - Employment by Hazel Torres F693M

2. Managing the Dental Practice: A Guide for the Dental Assistant, 651.961 by Virginia A. Ball, Chapter One - The Dental Assistant as a Health Professional, B187M

APPENDIX I

DENTAL ASSISTING

WORKSHEET

NAME______________________________ STUDENT NUMBER______________

MINIMUM			YES	NO
	Regular Student Status			
Send file without	Personal Health History Form			
	High School Transcript (Partial)			
	High School Transcript (Final)			
	Date of Graduation			
(2.25) Refer Files with 2.00	High School G.P.A.			
C Grade	Biology			
C Grade	English			
225/45	G.E.D. Eligible score			
	College Transcripts			
	1) ______________________, evaluated			
	2) ______________________, evaluated			
	Currently enrolled			

College______________________________

Placement Test Scores Eng________ Math________ Rdg_____

Recommendation:

Admit to program______________

Do not admit ______________

Comments:

Dental Assisting
Appendix II

COURSE		CREDITS
First Semester		
DA :101	Dental Science I	3
DHY:113	Dental Radiology	3
DA :121	Dental Materials I	3
DA :123	Clinical Science I	5
DA :126	Clinical Application I	2
ENG:101	College Composition I	3
		19 TOTAL CREDITS
Second Semester		
DA :102	Dental Science II	3
DA :122	Dental Materials II	3
DA :124	Clinical Science II	4
DA :125	Secretarial Practice	1
DA :127	Clinical Application II	3
PSY:201	General Psychology I	3
		17 TOTAL CREDITS

JULIETTE A. SOUTHARD SCHOLARSHIP **TRUST** FUND

AMERICAN DENTAL ASSISTANTS ASSOCIATION
Suite 1230
211 Chicago Avenue
Chicago, Illinois 60611

Application for Financial Aid for Dental Assisting Education

PLEDGE - If this scholarship for which I am applying is granted to me and if I accept it, I HEREBY PLEDGE to abide by the provisions as described in the prospectus of this program. I fully expect to complete my dental assistant education and, in the event that I do not, I PLEDGE to regard any funds advanced for my education as a non-interest **bearing loan** that is to be repaid to the Juliette A. Southard Scholarship Trust Fund within 12 months from the date such funds were granted. I PLEDGE that I shall answer this application's questions fully and frankly, and that may answers are complete and true to my knowledge.

Date ______________________________ Signature ______________________________

PROCEDURE FOR SUBMITTING APPLICATION

1. Complete every item on APPLICATION. Please type or print.
2. Attach all TRANSCRIPTS from high school or college institutions attended. If in 2nd year of DA program, include 1st year transcript.
3. Send, or have school send, PROOF OF ACCEPTANCE in Dental Assisting Program.
4. Mail all DOCUMENTS to the address listed at the top of this page prior to the July 15 deadline date.
5. Applicants must assume full responsibility of determining whether all supporting data has been forwarded to the ADAA by the deadline date.

*Please note that consideration will be restricted to those students who need financial aid and who meet the requirements as outlined in the scholarship brochure.

Mr.
Miss
Name Mrs. ______________________________
(Last) (First) (Middle)

Home
Address ______________________________
(Number and Street) (City and State) (Zip Code)

Are you an U.S. citizen? _____YES _____NO Current Age ______________

Name and complete address of the Dental Assisting Program to which you have been admitted:

____

____

____

____

Is this program accredited by the Commission on Accreditation of Dental and Dental Auxiliary Education Programs? ________YES ______NO

Date term begins______________________________

Is acceptance letter included? ______YES ______NO

Estimated cost of your education:

Tuition, fees, books ____________________
Dormitory and Board ____________________
TOTAL ____________________

DEPENDENT APPLICANT ONLY:

Number of children your parents support? ____________

Income range of parents (joint):

______________ 1. Less than $6,000

______________ 2. $6,000 - 9,000

______________ 3. 9,000 - 15,000

______________ 4. 15,000 - over

INDEPENDENT APPLICANT ONLY:

Status: ______Single ______Married

Total Income: ______________

Children (number): ____________

On a separate sheet of paper, briefly answer the following questions and requests.

1. Are you a recipient of any financial aid? ______YES ______NO. **If yes,** please list award(s) and committed funds.
2. Please list awards (scholastic, social, competitive) in Grades 11-12 of high school and/or college.
3. Please list education beyond high school and/or degrees earned.
4. Why do you think you should receive a **JAS Scho**larship?

DENTAL HYGIENE

I. Job Description

The Dental Hygienist is a professional member of the dental health team providing oral prophylaxis (removal of stains and deposits), dental health education, dental radiographs, fluoride application, pit and fissure sealants; periodontal pack, suture removal, nutritional counseling, amalgam polishing, and related procedures performed during patient treatment.

II. General Information on Forest Park's Program

An Associate in Applied Science degree is awarded upon successful completion of the two-year Dental Hygiene program. Forest Park's program is fully accredited by the Council on Dental Examination of the American Dental Hygiene Board Examination as well as regional and/or state board examinations for licensure in Missouri and other states.

III. Professional Characteristics

The dental profession expects the Dental Hygienist to possess the following traits.

-Absence of any debilitating condition which prevents full use of hands, eyes, and ears during patient treatment.
-High level of finger dexterity and eye/hand coordination.
-Willingness and ability to communicate with patients and professional health personnel.
-Responsible and reliable.
-Independent judgement abilities.
-Ability to understand and implement directives.
-Neat appearance.

The student is, therefore, encouraged to develop these characteristics in order to successfully compete in the job market upon graduation.

IV. Employment Prospects and Salary

A Dental Hygienist, as a member of the dental health team, can work either full-time or part-time, and can stop working and return to the profession at a later date without difficulty. Salaries reported in a recent graduate survey start at about $1,200 per month. Although most hygienists are employed in private dental offices, many job opportunities exist in governmental agencies, school systems, or industry.

V. Admissions Statement

Application to the college can be made as soon as interest is indicated but should be made by September of the year before the student wishes to enroll. Presently, a first applied/qualified list is maintained.

VI. Entrance Requirements

See Appendix I.

VII. Eligibility Semester

Complete 9 credit hours of college in a single semester with a 2.5 G.P.A. with no grade under a "C." If the student has not had Algebra in high school, the following would suffice as an eligibility semester:

Algebra
Biology
College Composition I

If the student has had Algebra, the following recommendations are appropriate:

Psychology
College Composition I
Introduction to Biology I
or
Anatomy & Physiology I (prerequisite must be fulfilled)
Oral Communications
American Civilization

VIII. Course Load

Please refer to section XIV which lists the number of courses recommended by semester. It is suggested that students adhere to this format.

IX. Retention

The student must maintain a 2.0 semester and cumulative GPA with no grade below "C" in a Dental Science course. Students with "D" grades must either repeat the course or meet additional requirements of the instructor. A course may be repeated only once. (Attached sheet has additional information.)

X. Transferability

Webster College accepts in transfer Forest Park's complete program. Other colleges and universities accept transfers for credit of most general education courses.

XI. Cost

In addition to standard College fees, students' expenses are estimated to be:

Item	Cost	Semester
Books, supplies	$ 75	1, 2, 3, 4, 5
Uniforms	$ 25	1
Special instruments and equipment	$400	1
Insurance	$ 6	1, 2, 3, 4, 5

XII. Specific Financial Aid

In addition to financial assistance offered through the college financial aid office, Dental Hygiene students may be eligible for scholarships offered through the American Dental Hygienists' Association.

XIII. Explanation of Instructional Approach

The Dental Hygiene Program combines traditional didactic teaching with experiential instruction through laboratory and clinical assignments.

XIV. Curriculum Outline

See Appendix II.

XV. Name of One or More Department Members to Contact for Additional Information

Jean Chaffee	Room A-430	644-9330
Paula McEnery		
Dental Technologies	Dental Clinic	644-9332

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, Dental Hygienists, pp. 368-370
Holland Files, Blue Section, Dental Hygienist
Missouri View, Dental Hygienist - Card #157

Additional Resource in College Library:

Your Future in Dental Hygiene by Barbara Paige, 617, 601
P142Y

APPENDIX I

DENTAL HYGIENE

WORKSHEET

NAME________________________________ STUDENT NUMBER________________

MINIMUM			YES	NO
	Regular Student Status		____	____
Send file without	Personal Health History Form		____	____
	High School Transcript (Partial)		____	____
	High School Transcript (Final)		____	____
	*Date of Graduation - H.S.	________		
2.5 cumulative	High School G.P.A.	________		
C Grade	Algebra	________	____	____
C Grade	Biology	________	____	____
C Grade	Chemistry	________	____	____
	Placement Test Score	Eng________ Math________ Rdg________		
225/45	G.E.D. Eligible score	________	____	____
	Eligibility semester		____	____
2.5 cumulative	College transcripts			
	1)________________________, evaluated		____	____
	2)________________________, evaluated		____	____
C Grade*	Algebra	________	____	____
C Grade*	Biology	________	____	____
C Grade*	Chemistry	________	____	____
	Currently enrolled		____	____
	College________________________			
2.5 cumulative	**Dental Assisting one or two semesters		____	____

Recommendation:

Admit:________ Do Not Admit________

Comments: ____

____

____

*If any academic credit, College or High School is over 5 years old, it may not be considered for meeting admission requirements.

**Can be used to satisfy biology and chemistry requirement.

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Dental Hygiene
Appendix II

COURSE		CREDITS
First Semester		
BIO:201	Human Anatomy & Physiology I	3
CHM:101	Fundamentals of Chemistry I	4
DHY:113	Dental Radiology	3
DHY:103	Dental Anatomy & Embryology	1
DHY:104	Clinical Dental Hygiene I	4
DA :121	Dental Materials I	3
		18 TOTAL CREDITS
Second Semester		
BIO:205	Head & Neck Anatomy	2
BIO:204	Histology	3
BIO:202	Human Anatomy & Physiology II	3
DHY:106	Periodontics	2
DHY:107	Clinical Dental Hygiene II	2
COM:101	Oral Communications I	3
DHY:109	Medical & Dental Emergencies	1
		16 TOTAL CREDITS
Summer Semester - Third		
DHY:110	Clinical Dental Hygiene III	2
DHY:112	Dental Nutrition	3
DHY:111	Oral Pathology I	1
DHY:105	Ethics & Jurisprudence	1
		7 TOTAL CREDITS
Third Semester		
PSY:201	General Psychology I	3
BIO:203	General Microbiology	4
DHY:203	Oral Pathology II	1
DHY:202	Oral Health Education	1
DHY:205	Community Public Health	2
DHY:204	Clinical Dental Hygiene IV	2
DHY:200	Dental Pharmacology	2
PE :xxx	Physical Education	1
		16 TOTAL CREDITS
Fourth Semester		
HST:100	American Civilization	3
SOC:101	Introduction to Sociology	3
DHY:206	Clinical Dental Hygiene V	2
ENG:101	College Composition I	3
DHY:207	Dental Specialties	1
PE :xxx	Physical Education	1
		13 TOTAL CREDITS

FUNERAL SERVICE EDUCATION

I. Job Description

Embalmer - Prepares human remains for disposition (burial, cremation, donation). Embalmer uses skills to preserve, disinfect and restore remains. May make removals from homes, hospitals or nursing homes. May make funeral arrangements with families, act as night manager and supervise other personnel on staff at night.

Funeral Director - Mid-management position; includes supervision of employees and coordination of techniques. Answers telephone; takes death call information; meets with the family to plan the funeral and any post-funeral services required by the family. Contacts clergy, cemetery, pallbearers, newspapers, etc. Merchandizes funeral items, conducts visitation, completes and files with the appropriate agency various forms such as death certificates, Social Security forms, etc.

II. General Information on Forest Park's Program

Missouri State law requires that an embalmer be a graduate of an accredited college of mortuary science. Thirty-eight accredited schools in the U. S. graduate approximately 1,200 people a year in one-year diploma, two-year associate degree and four-year bachelor degree programs.

Forest Park offers a two-year Funeral Service Education curriculum leading to an Associate in Applied Science degree which is accredited by the American Board of Funeral Service Education. After completing the program, the student must pass a state board examination and serve a one-year apprenticeship before licensing.

First semester students are accepted into the program during each fall semester only. Of the 65 students who applied for the fall semester of 1976, 32 were admitted and 18 completed the program. Chemistry, Anatomy and Pathology courses were cited as the particularly difficult courses which caused student withdrawal. Ninety percent of the students completing the program find employment related to their education. The other ten percent were employed in unrelated fields. All of the 18 were employed at the time of the survey.

III. Professional Characteristics

Embalmer - The funeral service profession expects the embalmer and funeral director to possess the following characteristics:

- Good health with no physical handicaps. Work often requires embalmer to be on his feet for extended periods of time and to lift 100 pounds or more. Also involves reaching, handling, fingering and/or feeling and use of the eyes.
- High level mathematical and language development, form perception, eye/hand/foot coordination and color discrimination.
- Science oriented.
- Ability to work effectively with others.

- Neat appearance at all times.
- Ability to apply principles of rational systems to solving practical problems.
- Ability to learn and apply craft techniques, processes and principles.
- Ability to use independent judgment in planning sequence of operations and selecting proper instruments and materials.
- Interest in helping people and able to relate to them.

Funeral Director - In addition to those listed on the preceding page and above, the Funeral Director is expected to have the following characteristics as well:

- Ability to understand, interpret and apply procedures and directives.
- Ability to plan, initiate and implement procedures with reliable judgment.
- Verbal facility with willingness and ability to communicate.
- Leadership qualities.
- Ability to assume responsibility for attainment of prescribed qualitative standards.

The student is, therefore, encouraged to develop them in order to more successfully compete in the job market upon graduation.

IV. Employment Prospects and Salary

The job market is expected to remain stable. Earnings depend upon location and average $1,000 per month. Many firms have profit-sharing plans and other fringe benefits. Opportunities for advancement are greater in a large firm. Some licensees establish their own businesses.

Working conditions are good. While embalming, the graduate works in a preparation room designed for that purpose. There may be some exposure to health hazards.

V. Admission Statement

Some students are eligible from high school with a 2.5 high school grade point average and Biology or Chemistry with a grade no lower than "C" in these courses.

A. Apply for admission to College on a regular status at the Admissions Office (Room U-200).

B. Have a counselor complete a change of curriculum form if this has not already been done. Counseling appointments are made in Room F-218 or call 644-9252.

C. Submit transcripts from high school or G.E.D. and other colleges attended to the Admissions Office (Room U-200). If you have a transcript from another college, stop at the Records Office (Room U-200) and request an official evaluation of that transcript. You will be assigned a priority date by Admissions when your folder is complete. (High school and college transcripts and college placement test results are in your file in the Admissions Office.)

D. Student records are sent, based on their priority date, to the Funeral Service Education Department to be reviewed by the Funeral Service Education Selection and Retention Committee after February 15 for the selection of the August class.

VI. Entrance Requirements

In addition to the entrance requirements for all Allied Health Programs, the student must be at least 18 years of age by apprenticeship completion date in order to be licensed. See Appendix I.

VII. Eligibility Semester

Students with college credit must have a cumulative and session grade point average of 2.5 and the appropriate math and science courses within the last five years. (Math and science grades must not be under "C" to be accepted.)

Some students will need an eligibility semester of nine (9) credit hours in a semester with a Biology and a Chemistry course plus another course from the Funeral Service Education program with no grade lower than "C" in these courses and a 2.5 grade point average (**semester and** cumulative).

A. If Chemistry is needed, take "Basic Chemistry for Health Careers" or a higher level chemistry course.

B. No grade under "C" in required courses will be accepted by the Funeral Service Education Department.

C. Laboratory is required in all Biology and Chemistry sciences.

D. Complete above requirements in one calendar year after notification of ineligibility.

E. Any student with a priority date later than December 1, 1976, will not be eligible for any program if they have registered for required science courses in the program more than twice after the above date even though they meet all other requirements.

F. Non-transfer general program courses are not included in the grade point average for determining eligibility.

VIII. Course Load

The maximum course load each semester is 16 - 18 credit hours.

IX. Retention

In order to graduate from this program, a grade point average of 2.0 for the entire program is needed. In addition, the following courses must be completed with at least a "C" grade each semester:

A. Biology I
B. Basic Chemistry for Health Careers
C. Orientation to Funeral Service
D. Mortuary Law
E. Embalming Chemistry
F. Problems in Anatomy
G. Microbiology
H. Restorative Art
I. Pathology I and II
J. Embalming
K. Funeral Management
L. Embalming Laboratory
M. Embalming Practicum
N. Funeral Service Equipment
O. Funeral Service Seminar

Failure to have a 2.0 grade point average and/or receiving a W or F in any one or more of the courses listed above in any semester will result in the student being dismissed from the program.

A D/Inc. grade in any courses listed above will result in the student being placed on probation for one (1) semester.

If the student receives another D/Inc. in courses listed above while on probation, the student will be dropped from the program.

Any courses listed above in which the student receives a D, F, W or Inc., must be retaken and completed with a "C" grade or better.

Absences from the classes will be limited to twice the number of weekly meetings.

Should a student withdraw, be dropped or receive an F or W grade from any courses listed in the program for Funeral Service Education, the student will automatically be dropped from the program and a notice of this action will be sent to the appropriate State Board and the American Board. Readmission to the program will be accomplished by making a new application to the Funeral Service Education Department through the college Admission's Office and a new registration with the State Board. Extenuating circumstances, such as illness, may be considered by the instructor as adequate reason for absence and justify continued enrollment or reinstatement. The student, however, must have department chair approval.

Readmission to the program requires a minimum of nine (9) credit hours of courses from the Funeral Service Education program or college transfer courses related to the Funeral Service Education program. A 2.5 semester grade point average is required for readmission.

X. Transferability

Most four-year colleges and universities, including Webster College, UMSL, and Washington University will transfer the general academic courses in the program; however, the Funeral Service Education specialty courses are vocational and will not transfer.

XI. Cost

In addition to the standard College fees listed, the student should plan approximately $85 each semester for books and laboratory supplies.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

For additional information - Steven Koosmann, 644-9327

XIII. Explanation of Instructional Approach

The two year program in Funeral Service Education at St. Louis Community College at Forest Park includes both classroom instruction as well as practical experience in the funeral home setting.

XIV. Curriculum Outline

See Appendix II.

XV. Name of One or More Department Members to Contact for Additional Information

Steven Koosmann	Room E-411	644-9327
Health Services Department	Room E-411	644-9326

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, p. 151
Holland Career File: Vocation of Funeral Director, p. 994 SEA
Chronicle Guidance #38
SIGI Computer Information

APPENDIX I

FUNERAL SERVICE

WORKSHEET

NAME ______________________________ STUDENT NUMBER ______________

MINIMUM			YES	NO
	Regular Student Status		___	___
Send file without	Personal Health History Form		___	___
	High School Transcript (Partial)		___	___
	High School Transcript (Final)		___	___
	Date of Graduation - H.S.	_____		
(2.5 cum)	High School G.P.A.	_____		
(C Grade)	Biology	_____	___	___
(C Grade)	Chemistry	_____	___	___
225/45	G.E.D. Eligible	_____	___	___
(C Grade)	Biology	_____	___	___
(C Grade)	Chemistry	_____	___	___
(2.5 cum)	College Transcripts			
	1) ______________, evaluated		___	___
	2) ______________, evaluated		___	___
(C Grade)	*Biology	_____	___	___
(C Grade)	*Chemistry	_____	___	___
(C Grade)	*__________ ___	_____	___	___
	Currently enrolled			
	College ______________			
	Placement Test Scores Eng___ Math___ Rdg___			
	Eligibility semester, required		___	___
	currently enrolled		___	___

Recommendation:

Admit __________

Do Not Admit __________

COMMENTS:

____

____

____

*Prior college work must have been completed in the past five years to be acceptable.

Funeral Service Education
Appendix II

COURSES		CREDITS
First Semester		
BIO:111	Introductory Biology I	4
HST:100	American Civilization	3
CHM:113	Basic Chemistry for Health Careers	4
ENG:101	College Composition I	3
FNL:101	Orientation to Funeral Service	2
PE :272	First Aid	2
		18 TOTAL CREDITS
Second Semester		
FNL:102	Mortuary Law	3
FNL:103	Embalming Chemistry	3
FNL:104	Funeral Service Equipment	3
ENG:102	College Composition II	3
SOC:100	Human Relations	3
BIO:103	Problems in Anatomy	3
		18 TOTAL CREDITS
Third Semester		
PSY:100	Psychology of Grief	2
BIO:203	General Microbiology	4
FNL:201	Embalming	3
FNL:203	Pathology I	3
FNL:202	Funeral Management	3
FNL:206	Embalming Practicum I	2
		17 TOTAL CREDITS
Fourth Semester		
BUS:XXX	Business Elective	3
FNL:204	Pathology II	3
ACC:100	Applied Accounting	3
FNL:200	Restorative Art	4
FNL:205	Funeral Service Seminar	1
FNL:207	Embalming Practicum II	2
		16 TOTAL CREDITS

LIFE SCIENCES

I. Examples of Careers and Salary Range

Careers and associated salaries for the Life Science major are dependent on degrees obtained and on area of specialization.

Although most Life Science majors pursue a Bachelor degree in biology and/or a professional degree in one of the applied areas of biology - medicine, dentistry, pharmacy, hospital administration, veterinary medicine, etc., there are employment opportunities for the two-year Associate degree student.

Because the two year Life Science program gives the student a broad liberal arts education, the Associate degree student in Life Science can compete effectively for almost any position requiring no more than two years of college. Since the Life Science program provides a sound background in math and natural sciences along with a broad liberal arts education, the Associate degree student in Life Science is particularly well suited to compete for laboratory technician positions in research laboratories. Laboratory technician positions are available not only in universities, colleges and hospitals, but also in industry and government. Demand for individuals with a firm understanding of biological and physical principles governing living systems and with a strong grasp of basic laboratory techniques and protocol to fill these positions is moderate to high. However, the demand for laboratory technicians is expected to increase significantly in the future. Entry level salaries for laboratory technicians currently range from $900 to $1,300 per month.

For students continuing their education beyond the Associate degree, the jobs available and their associated salaries is dependent on the particular specialization pursued. If the individual remains strictly in academic biology, the jobs range from the traditional teaching positions to those in industry and government. The jobs in industry and government vary from sales to research and quality control. The greatest demand for academic biologists will continue to be in industry and government. There will be good demand for elementary and secondary school science and biology teachers, but limited demand for college teachers except in the area of molecular biology. Here demand will be moderate to high. Except for elementary and secondary teachers, most positions for academic biologists require one or more graduate degrees (masters and/or Ph.D.). Any student desiring jobs in this area should expect to spend 2 - 6 years more in college beyond the Bachelor degree. Salaries for the academic biologist will vary depending on what segment of the market the individual enters and on the degrees obtained. Salaries are expected to be highest in industry and lowest in education (teaching). The basic range is $9,000 to $30,000 per year.

If the individual pursues a professional degree in one of the many applied areas of biology, job security is practically guaranteed and salaries are good to excellent. In practically all instances they exceed, by a considerable amount, salaries in education, government and industry. While the traditional careers of medical doctors, dentists, veterinarians and pharmacists are well known, students are encouraged to explore careers in other professional specializations such as Hospital Administration, Optometry, Podiatry, Chiropractics, Nuclear Medicine Technology, Medical Illustration and Science Journalism to name a few.

New specializations seem to appear every year. Almost all of the professional areas require 2 - 6 additional years of training beyond the Bachelor degree. In addition, acceptance into a professional school requires high scores on entrance exams. Finally, before beginning practice in the profession, many careers require successfully passing either state or national certification exams and some require both. A few Associate degree students are able to successfully pass entrance exams and enter professional programs; however, most of our students complete a Bachelor degree prior to applying for professional schools.

II. General Information on Forest Park's Program

The Life Science program, which leads to an Associate in Arts degree, prepares students to transfer to a four year college or university to complete a Bachelor degree emphasizing biology and from there continue their studies in a chosen specialty. Although we prefer students to begin their college career at Forest Park as a declared Life Science major, we readily accept students from other career paths.

III. Potential Majors

The Life Science program is open to any student desiring a career in this area and who can meet the course prerequisites and successfully pass all the required courses.

IV. Prerequisites for First Semester Courses

The attached program outline is designed as a guide for the student and his/her counselor. The exact sequence can be varied to meet the student's needs. The student who takes any of the beginning sequence of science courses should have the equivalent of 4 years of high school math, 1 year of chemistry and 1 year of biology. These courses should have been taken within the last 5 years. If any student entering the Life Science program has a background deficient in the sciences, success in the Life Science program is unlikely. Students with background deficiencies can acquire the necessary science skills by working with their counselor or advisor to take courses at Forest Park to make up the deficiency. Forest Park offers a wide variety of science courses that will prepare a student for courses in the Life Science program.

V. Program Cost

Aside from tuition and fees, the yearly cost for this program should not exceed $300 per year for books and lab supplies. This is based on the student taking 16 - 18 credit hours each semester.

VI. Explanation of Instructional Approach

Aside from the laboratories, the instructional approach is the traditional lecture - demonstration method. All science courses will carry a 2 - 4 hour laboratory period per week. In many science courses students should expect to spend an additional 2 - 4 hours of their own time completing lab assignments each week.

VII. Curriculum Outline

See Appendix I.

VIII. Name of One or More Department Members to Contact for Additional Information

Jerry Henderson	Biology Department	644-9314	Room B-418
Afzal Lodhi	Biology Department	644-9320	Room B-422

IX. Sources of Additional Information Available in the Counseling Center

Program brochures
Current syllabi for the required biology courses
Current course outline in math and chemistry

Appendix I

Life Sciences

COURSES		CREDITS
First Semester		
ENG:101	College Composition I	3
MTH:160	College Algebra OR (4 cr)	
MTH:170	Trigonometry	3-4
CHM:105	General Chemistry I	5
HST:101	American History I OR	
HST:102	American History II	3
BIO:140	Principles of Biology I	4
		18-19 CREDITS
Second Semester		
BIO:141	Principles of Biology II	4
ENG:102	College Composition II	3
MTH:186	Survey of Calculus OR (4 cr)	
MTH:170	Trigonometry	3-4
CHM:106	General Chemistry II	5
PSC:101	Introduction to American Politics	3
		18-19 CREDITS
Third Semester		
PHY:111	College Physics I	4
XXX:XXX	Social Science Elective	3
PE: XXX	Physical Education Elective	1
CHM:204	Organic Chemistry I	4
GER:XXX	OR	
RUS:XXX	Foreign Language Elective OR	3
FRE:XXX		
		15 CREDITS
Fourth Semester		
PHY:112	College Physics II	4
BIO:XXX	Biology Elective	4
CHM:205	Organic Chemistry II	4
PE: XXX	Physical Education Elective	1
GER:XXX	OR	
RUS:XXX	Foreign Language Elective OR	3
FRE:XXX		
		16 CREDITS

Elective Courses:

Social Science:	Biology:	Foreign Language
PSY:201 Psychology	BIO:211 Invertebrate Zoology	GER:XXX German
SOC:101 Sociology	BIO:212 Chordate Zoology	RUS:XXX Russian
		FRE:XXX French

NURSING

I. Job Description

Must satisfactorily perform technical nursing skills utilizing principles of bio-physical and psycho-social sciences; establish and maintain positive interpersonal relationships; and apply the principles of growth and development in the performance of nursing activities. Participates in health training and assists in providing a safe environment. Must administer medications accurately and with an understanding of rationale; utilize the nursing process in administering a comprehensive plan of care; and apply the principles of nutrition in health and illness. The Registered Nurse works with patients, families, co-workers and members of other disciplines in providing health care. She/he performs nursing actions in accordance with accepted professional and legal responsibilities.

II. General Information on Forest Park's Program

Forest Park offers a two-year Nursing program leading to an Associate in Applied Science degree which is accredited by the National League for Nursing and the Missouri State Board of Nursing. After completing the program, the student must pass a licensing examination with a minimum score in order to be licensed as a Registered Nurse under the laws of the State of Missouri.

Fifty-five first-semester students are accepted into the program each fall and spring semester, contingent upon the applicant's compliance with certain scholastic, health and document requirements of the Missouri State Board of Nursing.

Science courses and other required courses, required concurrently with course work throughout the program, are cited as the reasons leading to student withdrawal. However, withdrawal from any liberal arts course required in that semester will result in withdrawal from the Nursing Program. The maximum length of time allowed to complete the nursing courses is eight semesters. Due to the demands of the program, it is strongly recommended that the Nursing student not work more than sixteen (16) hours a week.

A part-time evening section of Nursing starts each Summer semester and takes three and one-half years to complete. It is designed for students who must work full-time. (Refer to Evening Nursing Program)

For the Fall semester of 1981, 55 students were accepted into the program. The most recent follow-up study revealed that all respondents had found employment within one week of graduation at wages varying from a starting salary of $900 a month to $1,600 a month. The average salary is $1,394 a month.

III. Professional Characteristics

The medical profession expects the Registered Nurse to have the following traits. The student is, therefore, encouraged to develop these characteristics in order to successfully compete in the job market upon graduation:

- Have a strong science background
- Be honest and dependable
- Possess physical and emotional stamina
- Be eager to learn and to continue the learning process
- Possess manual dexterity and good locomotion qualities
- Be willing to accept responsibility
- Have the ability to understand, interpret and implement directives
- Have the ability to use independent judgment
- Be interested in helping people and able to relate to them
- Have the ability to work effectively with others
- Have the ability to respect and maintain the patient's right to privacy and confidentiality
- Possess leadership potential

IV. Employment Prospects and Salary

Full-time and part-time job opportunities for the Registered Nurse exist in hospitals, physicians' offices, public and private clinics, nursing homes and geriatric centers. Public health and visiting nurses are also needed. Starting salaries range from $928 to $1,320 a month.

Students who do not complete the Nursing program can find employment in the medical field by continuing their studies in such programs as Human Services, Medical Office Assisting or Medical Secretarial, Surgical Technology at Forest Park or in a L.P.N. program or related health fields. Those who do not continue their education may be able to find employment as Nurses Aides.

V. Admission Statement

Prior to entry into the Nursing program, any applicant convicted as an adult offender of any crime excluding traffic violation (except drunken driving) should contact the Missouri State Board of Nursing, Post Office Box 656, Jefferson City, Missouri, 65101, for permission to take the State Board Examinations upon completion of the program.

Chemistry: The student must have completed high school chemistry or college chemistry, Fundamentals of Chemistry, within the last five years with a grade of "C" or better. If the student does not meet this requirement, he/she must do so before admission into the program or during the first semester of Nursing.

Documents: The applicant must furnish the following as prescribed by the Missouri State Board of Nursing:

1. Birth Certificate (photostat copy)
2. Marriage License (photostat copy)*
3. Divorce Decree (photostat copy)*
4. Dental Report
5. Test of Vision Report

6. Immunizations Record - must have Rubella vaccine
7. Blood Tests - Serology Report (suggested)
8. Health Certificate, completed on both sides, is required and can be obtained from the Admissions Office or the Nursing Department.

*if applicable

VI. Entrance Requirements

See Appendix I.

VII. Eligibility Semester

See Appendix II.

VIII. Course Load

Maximum course credit hours may reach 19 credits based on counselor approval.

IX. Retention

A. Semesters 1, 2, 3, and 4: A grade of "C" or better must be achieved in the following courses: Anatomy & Physiology I and II, Microbiology, Psychology, Sociology, Child Psychology and Human Growth and Development. A "B" is required in Nursing courses.

B. Semesters 1, 2, and 3: A cumulative grade point average of 2.5 and a semester grade point average of 2.0 or better are required to remain in the program. Students whose semester grade point average falls below 2.0 will be dismissed from the Nursing program regardless of the cumulative grade point average.

C. Semester 4

The student must meet the College requirements for graduation.

X. Transferability

At present, the universities in the St. Louis area that offer a bachelor degree program in nursing are:

1. St. Louis University accepts some course credits earned at Forest Park and requires that the student test out of certain courses.

2. Maryville College accepts in transfer all course work from the Forest Park Nursing program. Where the student has changed a major, colleges in the area will accept in transfer the liberal arts courses. The developmental math course, Basic Chemistry for Health Careers and the Nursing specialty courses will not transfer.

3. Lindenwood College

4. University of Missouri, St. Louis

5. Southern Illinois University at Edwardsville (S.I.U.E.)

XI. Cost

See Appendix III.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

There are fourteen Nursing courses. The prerequisites for the next course is successful completion of the prior Nursing course. Students unable to keep up with their current course may join a group at a slower pace. If there is none, the student must withdraw and re-enroll when there is a group at the appropriate level for that course. The student must achieve a grade of not less than 79% on any written (course) test. If a course test is failed, she/he will receive a "PR" grade and return on a "space available" basis to repeat that course. She/he will have only one chance to repeat and pass that course, however.

Practicum: Students are expected to follow the policies of the Forest Park Nursing program and the individual agencies/hospitals (including conforming to uniform and grooming standards) in which they receive their clinical experience. Consistent failure to demonstrate responsibility in this regard may result in dismissal from the program.

Students will receive clinical experience in the following agencies:

Barnes, Alexian Brothers, Bethesda Dillworth, Deaconess Manor, Jewish Hospital, Central Medical Center, St. Louis Veterans Administration Hospital-John Cochran Bldg., St. Louis Childrens', St. Louis City Hospital, and Malcolm Bliss Mental Health Center.

XIV. Curriculum Outline

See Appendix IV.

XV. Name of One or More Department Members to Contact for Additional Information

Mrs. Pat Hall	Room D-414	644-9315
Ms. Shirley Horstman	Room C-424	644-9345

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook
Missouri View

Among the brochures in the "Nurse, R.N." file in the Holland System:
- The Registered Nurse in the Psychiatric Setting
- Nurse Practitioners, pub. 1980
- Nursing, a booklet published by U.S. Department H.E.W., outlining various nursing fields such as Nurse Anesthetist, Nurse Midwife, L.P.N., pub. 1979

There are a few articles about nursing specializations:
- Occupational Outlook Quarterly, Summer 1979, "Nurses Who Work with the Elderly," p. 18
- Occupational Outlook Quarterly, Winter 1978, "The Emergency Department, Working Together to Save Lives" (Emergency Room Nurse), pp. 17-20
- Career World, September 1979, "Careers in Mental Health" (Psychiatric Nurse), p. 4

NURSING

NAME ______________________________ STUDENT NUMBER ____________

MINIMUM	NEEDS			YES	NO
		Regular Student Status		____	____
		High School Transcript (Partial)		____	____
	[ ]	High School Transcript (Final)		____	____
		Date of Graduation - H.S.	______		
2.5 cum		High School G.P.A.	______	____	____
C Grade		Algebra 1 year	______	____	____
		Biology	______	____	____
Any two		Chemistry	______	____	____
C Grade		Physics	______	____	____
		Eligible for Program based on H.S. record		____	____
225/45		G.E.D. Scores	______		
		Placement Test Scores	ENG____ MATH____ RDG____		
70%/Arith grade of C	[ ]	**Nursing Math test score**	______		
	[ ]	Basic Math	______		
	[ ]	Arith Nurses (C grade)	______		
10 grade level/ Reading course	[ ]	Nursing Reading test score	______		
		OR			
	[ ]	Reading Course (Post score)	______		
		College Transcripts			
LPN Yes No		1) ________________, evaluated		____	____
		2) ________________, evaluated		____	____
		3) ________________, evaluated		____	____
	[ ]	**Eligibility** Semester		____	____
		Math	______		
		Science	______		
	[ ]	Second Science	______		
		Currently enrolled		____	____
		College ________________		____	____

Recommendation: Admit ______ Do Not Admit ______ [ ] No Longer Eligible Course X 2/5 C

Comments: ____

BEST COPY AVAILABLE

APPENDIX II

ST. LOUIS COMMUNITY COLLEGE AT FOREST PARK

ELIGIBILITY SEMESTER FOR NURSING PROGRAM

Minimum of nine credit hours required with the exception of summer, when six credit hours are acceptable, if both courses are science courses from the nursing program. If the student has completed all but one science course for a summer eligibility semester, the other course may be a general education course from the nursing program.

Examples of an eligibility semester:

A. 1) Elementary Algebra
    2) Science course*
    3) General Education course(s)**

B. 1) Science course*
    2) Fundamentals of Chemistry
    3) General Education course(s)**

C. 1) Science course*
    2) Science course*
    3) General Education course(s)**

If only one science course remains to be taken, an eligibility semester may consist of that science course plus two general education courses from the nursing program.

Remember, science courses that are transferred from high school or higher education institutions must have been taken in the last five years.

Science courses which are repeated more than twice cause the student to be ineligible for the nursing program. Exceptions require a written letter to the Department Chair stating cause(s) and requesting a waiver of this requirement.

*Science courses:
Introduction to Biology I (BIO:111)
Anatomy and Physiology I and II (BIO:201 and BIO:202)
General Microbiology (BIO:203)
Fundamentals of Chemistry I (CHM:101)

**General Education courses:

College Composition I and II (ENG:101 and ENG:102) OR
Report Writing (ENG:103)
General Psychology I (PSY:201)
Human Growth and Development (PSY:205)
Introduction to Sociology (SOC:101)
American Civilization (HST:100)

APPENDIX III

ST. LOUIS COMMUNITY COLLEGE AT FOREST PARK - NURSING DEPARTMENT

COST OF PROGRAM - 1982-1983

To Assist Your Planning **for Your College** Expenses

RE: **Nursing Students' expenses** per semester and per **total program**, based on required credit **hours** per semester. Approximate costs, subject to change without previous notice.

NO.	ITEM	1st Sem. CR.HRS. 18	2nd Sem. PER SEM. 19	3rd Sem. TOTAL C.H.	4th Sem. 15-16	TOTAL COSTS
1.	Tuition at $20.50/credit hour					
	Nursing = 38 hours	8=164.00	9=184.50	9=184.50	12=246.00	$ 779.00
	Other courses = 29/31 hours	10=205.00	10=205.00	6/7=143.50	3/4= 82.00	635.50
	TOTAL: 69/70 hours	369.00	389.50	328.00	328.00	1,414.50
2.	Parking Fee: $.50 per c.h. up to 7.50 per semester	7.50	7.50	7.50	7.50	30.00
3.	Liability Insurance, full coverage	6.00	6.00	6.00	6.00	24.00
4.	Textbooks - Nursing Required (books for other courses not included)	120.30	141.35	18.95	28.90	309.50
5.	Instructional Materials - printed class materials, handouts from nursing courses	2.00	2.00	2.00	2.00	8.00
6.	Nursing Achievement Exams			5.00	8.00	13.00
7.	Missouri State Board of Nursing Licensing Exam. These costs do not include meals, miscellaneous items, transportation, health examinations, including: skin test and/or X-rays and immunizations, uniforms, shoes and hose.				40.00	40.00
8.	**Graduation Pictures**				10.00	10.00
9.	Official Transcript				2.00	2.00
10.	Bandage Scissors - 1 pair	3.85				3.85
11.	Cap, Nursing each		5.00		5.00	10.00
12.	**Official School Pin, 14K** (available gold filled $50)				189.00	189.00
13.	Clip for I.D. Card (Bookstore)	.45				.45
APPROXIMATE TOTAL COSTS:		509.10	551.35	367.45	626.40	2,054

Revised: June, P.H., 1982

Nursing
Appendix IV

COURSES		CREDITS	WEEKS	CONTACT HRS/WEEK	
First Semester					
*BIO:201	Anatomy & Physiology I	3	16	4	
MTH:008	Nursing Mathematics	1	8	2	
ENG:101	College Composition I	3	16	3	
PSY:201	General Psychology I	3	16	3	
NUR:111	Nursing I	1	3	12	
NUR:112	Nursing II	1	2	12	
NUR:113	Nursing III	2	3 2/3	12	
NUR:114	Nursing IV	2	3 2/3	12	
NUR:115	Nursing V	2	3 2/3	12	
		18		24	TOTAL HOURS
Second Semester					
*BIO:202	Anatomy & Physiology II	3	16	4	
***PSY:205	Human Growth & Development	3	16	3	
*BIO:203	Microbiology	4	16	6	
NUR:116	Nursing VI	3	6	20	
NUR:117	Nursing VII	3	6	20	
NUR:118	Nursing VIII	3	5	20	
		19		33	TOTAL HOURS
Third Semester					
*ENG:103	Report Writing or				
ENG:102	College Composition II	3	16	3	
SOC:101	Introduction to Sociology	3	16	3	
**PE :xxx	Physical Education Elective	1	16	2	
NUR:209	Nursing IX	3	6	19	
NUR:210	Nursing X	3	6	19	
NUR:211	Nursing XI	3	5	19	
		15-16		25-27	TOTAL HOURS
Fourth Semester					
HST:100	American Civilization	3	16	3	
**PE :xxx	Physical Education Elective	1	16	2	
NUR:212	Nursing XII	4	6	25	
NUR:213	Nursing XIII	4	6	25	
NUR:214	Nursing XIV	4	5	25	
		15-16		31-33	TOTAL HOURS

Nursing Courses = **38 cr. hrs.** **No.** Week - Class Weeks = 16 + Final Exam Week = 1
General Education Courses - 29/31 cr. hrs. Total = 17 weeks per semester

Fundamentals of Chemistry (CHM:101) is required of students who did not have high school chemistry within the five years before admission with a grade of "C" or **better**.

NOTE: Basic Chemistry for Health Careers CHM:113 instead of Fundamentals of Chemistry CHM:101 if taken before Fall 1981.

Reading should be recommended according to need before admission: RDG:002, 1 credit hour; RDG:011, 3 credit hours; and/or RDG:100, 3 credit hours.

It is recommended that you take the General Education courses specifically, Anatomy & Physiology and Microbiology prior to admission to the Nursing program.

NOTES:

*Prerequisite course(s).
**P.E. - 2 credit hours must be completed prior to graduation by each student who is not 21 years of age on date of initial admission into the college.
***PSY:210 instead of PSY:205 if taken before Fall 1980.

RADIOLOGIC TECHNOLOGY

I. Job Description

An important member of the medical team, the Radiologic Technologist masters the use of complex radiographic diagnostic equipment, while at the same time protecting the patient from excess radiation.

II. General Information on Forest Park's Program

Students in this two-year program work towards an Associate in Applied Science degree and certification by the American Registry of Radiologic Technologists after graduation. Because approximately 2,400 hours of clinical education completed in an affiliated hospital radiology department are necessary in order to take the certification exam, students must fulfill a portion of that requirement during the summer months.

Particularly difficult courses that cause withdrawal from the program are the science courses (Anatomy & Physiology I and II and Physics) and some x-ray specialty courses (X-ray Physics, Radiographic Exposures I, etc.).

Students may enter the program in the summer only. The program begins in June each year. Selection is made during the prior fall and spring semesters.

III. Professional Characteristics

The medical profession expects the Radiologic Technologist to possess the following traits. The student is, therefore, encouraged to develop these characteristics in order to successfully compete in the job market upon graduation.

-Strong science and math background
-Good health with no obvious disabilities
-Empathy
-Pride in work
-Ability to function acceptably in the radiologic and hospital environment
-Ability to take constructive criticism
-Ability to keep patient and personnel information confidential

IV. Employment Prospects and Salary

Employment opportunities are excellent and exist in both city and rural locations. Graduates in this area generally earn about $1,107 a month. Large hospitals usually hire a Radiologic Technologist for a specific shift rather than on a rotating shift basis. Undesireable aspects are working with some patients who are extremely ill and unable to cooperate, and working some weekends and holidays.

V. Admission Statement

Application to the College should be made by January of the year in which the student wishes to enroll. See application procedures.

VI. Entrance Requirements

See Appendix I.

VII. Eligibility Semester

2.5 GPA; Biology "C" or better; Algebra "C" or better.

VIII. Course Load

The maximum course load should not exceed the number of credit hours on the program outline for a specific semester.

IX. Retention

Students are retained in the Radiologic Technology Program if they maintain a "C" in all professional courses.

X. Transferability

Radiologic Technology is a vocational program which prepares the student for immediate employment. Therefore, only the academic courses such as English, biology, college algebra, history, and the social science elective will transfer as college credits unless a student is pursuing a Bachelor's in Radiologic Technology degree at the University of Missouri at Columbia, where all courses are accepted.

XI. Cost

In addition to the College's standard fees, students may expect to incur the following expenses:

Books and supplies	$ 375.00
Uniforms	100.00
Insurance	24.00
Professional Organizations	16.00

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Instruction is primarily by lecture and demonstration methods. Two fully-energized laboratories are utilized for teaching and demonstrating proper procedures that are used in Radiology.

XIV. Program Outline

See Appendix II.

XV. Name of One or More Department Members to Contact for Additional Information

Radiologic Technology Program; Darrell McKay		
	Room A-410	644-9325
Health Technology Department	Room A-412	644-9325

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, Radiologic (X-ray), pp. 391, 392
Holland File, 0424 IRS, "Cardiac Catheterization Technician"
SIGI Computer Information

APPENDIX I

RADIOLOGIC TECHNOLOGY

WORKSHEET

NAME ______________________________ STUDENT NUMBER __________

MINIMUM			YES	NO
	Regular Student **Status**			
Send file without	Personal Health History Form			
	High School Transcript (partial)			
	High School Transcript (final)			
	Date of Graduation - H.S.			
2.5 G.P.A. (Refer 2.3 cum)	High School G.P.A.			
	Biology I			
	Biology II			
	Algebra I			
	Algebra II			
	Other (Physics, Chemistry)			
	G.E.D. Eligible score			
	Eligibility semester			
	*College Transcripts			
	1) ____________________, evaluated			
	2) ____________________, evaluated			

Currently enrolled

College ____________________

Placement Test Scores: Eng_____ Math _____ Rdg _____

Recommendation:

Admit __________

Do Not Admit______

PROGRAM DIRECTOR SIGNATURE

Comments:

*Work must have been taken in the last five years.

Radiologic Technology
Appendix II

COURSES		CREDITS
Summer I		
XRT:101	Radiographic Procedure I	6 (eight weeks)
XRT:111	Clinical Education I	1 (two weeks)
MTH:160	College Algebra or	4
MTH:124	Technical Math I	3 (eight weeks)
		11 or 10 TOTAL CREDITS
First Semester		
ENG:101	College Composition I	3
BIO:201	Anatomy & Physiology I	3
XRT:104	Principles of Radiographic Exposure I	2
XRT:102	Radiologic Procedures II	3
PSY:201	General Psychology I	3
XRT:112	Clinical Education II	2
PE :xxx	Physical Education Elective	1
		17 TOTAL CREDITS
Second Semester		
BIO:202	Anatomy & Physiology II	3
PHY:112	College Physics II	4
XRT:103	Radiographic Procedures III	3
XRT:121	Radiographic Film Evaluation I	2
XRT:113	Clinical Education III	3
XRT:105	Principles of Radiographic Exposure II	2
PE :xxx	Physical Education Elective	1
		18 TOTAL CREDITS
Summer II		
XRT:204	Clinical Education IV	4 (12 weeks)
HST:100	American Civilization	3
		7 TOTAL CREDITS
Third Semester		
COM:101	Oral Communications I	3
XRT:207	Radiology Pathology	2
XRT:208	Imaging and Special Techniques	3
XRT:106	Radiographic Physics	3
XRT:122	Radiographic Film Evaluation II	2
XRT:205	Clinical Education V	3
		16 TOTAL CREDITS
Fourth Semester		
XRT:210	Post Graduate Career Exploration	3
XRT:211	Radiologic Technology Review	3
XRT:206	Clinical Education VI	4
XRT:209	Radiobiology	2
		12 TOTAL CREDITS

RESPIRATORY TECHNOLOGY

I. Job Description

The Respiratory Technician is an allied health specialist employed in a hospital under medical supervision who provides treatment for and aids in the diagnostic evaluation of patients with diseases and disorders associated with the cardiopulmonary system. Tasks include therapeutic use of oxygen and administration apparatus, environmental control systems, humidification, aerosols, medications, continuous and intermittant ventilatory support, broncho-pulmonary drainage and exercises, respiratory rehabilitation, assistance with cardiopulmonary resuscitation and maintenance of natural and artificial airways. A Respiratory Technician administers pulmonary function tests, blood gas analysis and other tests to assist the physician in diagnosis and research. He/she must have a detailed knowledge of therapeutics, medications and diseases and be able to recognize patient signs, symptoms and reactions to treatments.

II. General Information on Forest Park's Program

In addition to its two-year associate degree program in Respiratory Therapy, Forest Park offers a one-year certificate program which is approved by the Council on Medical Education of the American Medical Association. While in the scholastic program, the student must also complete 800 hours of clinical experience in order to graduate. This practicum must be obtained during the second, third, and fourth semesters as well as between semesters. The fourth semester consists of clinical experience only, five days a week for the month of May. Upon completion of the program, followed by one year of work experience, the graduate will be eligible to take the written CRTT (Certified Respiratory Therapy Technician) examination offered by the National Board for Respiratory Therapy.

In previous years, all students who have applied early enough and who have met the entrance requirements have been accepted. There is no waiting list for the program which begins in early June of each year. The normal course load is 12 hours per semester.

III. Professional Characteristics

The medical profession expects the Respiratory Technician to possess the following traits. The student is, therefore, encouraged to develop these characteristics in order to successfully compete in the job market upon graduation.

- Good health with no physical handicaps that affect maneuverability in cramped areas
- Good moral character
- Ability to act quickly and responsibly under stressful situations
- Capable of working pleasantly with people
- Consideration of the patient's care as the first concern
- Ability to tolerate the sights, sounds and odors of the ill, injured and dying
- Ability to work within the authority framework in relation to physicians, nurses, other technicians, etc.

- -Ability to tolerate long hours of standing and walking
- -Ability to stoop and lift moderately heavy objects (approximately 30 lbs.)
- -Good coordination, good manual dexterity
- -Well groomed
- -Written and verbal mastery of the English language
- -Mechanically and scientifically inclined

IV. Employment Prospects and Salary

Graduates find immediate employment as a Respiratory Technician at a beginning wage of approximately $950 per month. Working conditions usually include 40 hours a week with every other weekend off. Respiratory Technicians are usually not required to be "on call."

V. Admission Statement

Students are selected during the fall and spring prior to the summer that they intend to enroll. There are a total number of thirty (30) students accepted on a first come basis, so candidates are advised to apply as early as possible.

Requirements for admission are a current and cumulative 2.25 grade point average (G.P.A.) in high school or college and completion of at least one (1) semester of Algebra and Biology in high school or college within the last seven (7) years with a grade of "C" or better.

A G.E.D. score of 225 with no individual score less than 45 and documentation that Algebra and Biology were successfully completed in high school will be acceptable in lieu of a high school diploma.

Applicants with previous college must have completed at least nine (9) hours in one semester with no grade below a "C" in required courses and a G.P.A. of 2.25 or better.

VI. Entrance Requirements

See Appendix I.

VII. Eligibility Semester

Refer to Admission Statement.

VIII. Course Load

An outline of the Respiratory Technician curriculum is provided below. The days of the week the courses are offered and the number of hours per week involved during the regular semester session are in parentheses:

Summer (20 hours/week) Theory: Human Anatomy and Physiology, Physics, Chemistry, Mathematics, Basic Respiratory Therapy Practices, Medical Terminology, Hospital Organization. (M, T, W, F). CREDIT HOURS: 8

Fall (38 hours/week) Theory: Medical Gases, Aerosol and Humidity Therapy, Intermittant Positive Pressure Breathing, Pediatrics, Pulmonary Disease, Pharmacology, Acid Base and Blood Gases, (T, Th) Clinical: Twenty-four (24) hours per week, plus eighty (80) hours during Christmas break. (M, W, F) CREDIT HOURS: 14

Spring (30 hours/week) **Theory**: Pulmonary Function Testing, EKG, Equipment Sterilization, Airway Care, Pediatrics, Mechanical and Ventiliation, Intensive Care Monitoring. (M, F) Clinical: Sixteen (16) hours per week, plus one hundred twelve (112) hours during the month of May. (T, Th) CREDIT HOURS: 15

IX. Retention

See Appendix III

X. Transferability

Some of the courses transfer as college credits. St.Louis Community College at Forest Park, however, accepts the course work plus 800 hours of clinical experience from the certificate program as the first year toward an Associate in Applied Science degree in Respiratory Therapy. The student may enter the second year of the two-year program during the summer session if all other related support course work has been completed (i.e., Anatomy and Physiology, Chemistry; College Composition, etc.) and the student has a GPA of 2.5 or better.

XI. Cost

In addition to the College's standard fees, the student should plan for the following expenses:

Books	$50 each semester (may vary)
Lab coat, uniform	50 total
Stethoscope	30
Insurance	6 each semester (in clinical)
Parking fees (at hospitals)	20 each semester (in clinical) (may vary each semester)

XII. Specific Financial Aid

Financial Aid is available to students in various forms such as loans, grants, and scholarships. A majority of information is available through the Financial Aid Office,U-207. Scholarships are available through the American Lung Association of Eastern Missouri and the American Respiratory Therapy Foundation. For further information see the Financial Aid Office.

XIII. Explanation of Instructional Approach

Instruction in the respiratory technology program includes two general approaches in three areas of exposure. Classroom instruction involves lecture and laboratory experiences. The laboratory provides practical, "hands on" exposure with mock procedures. Clinical instruction takes place at the affiliate hospital with a clinical instructor in small groups (no more than 5 students). This approach provides further practical exposure in real situations under close supervision.

XIV. Program Outline

See Appendix II.

XV. Name of One or More Department Members to Contact for Additional Information

Tom Anderson	Room E-411	644-9326
Dolores Bushko	Room E-411	644-9326

XVI. Sources of Additional Information Available in the Counseling Center

Health Career Programs, p. 83
Occupational Outlook Handbook, Respiratory Therapy Workers, pp. 393-394
Holland Files, Blue Section, Respiratory Therapist
SIGI Computer Information

APPENDIX I

RESPIRATORY TECHNOLOGY

WORKSHEET

NAME________________________________STUDENT NUMBER________________________

MINIMUM			YES	NO
	Regular Student Status		____	____
Send file without	Personal Health History Form		____	____
	High School Transcript (Partial)		____	____
	High School Transcript (Final)		____	____
	Date of Graduation	____		
2.0 cum	High School G.P.A.	____		
C Grade	Math	____	____	____
C Grade	Biology	____	____	____
225/45	G.E.D. Eligible score	____	____	____
	Placement Test Scores	Eng____ Math____ Rdg____		
2.0 cum	College Transcripts			
	1)________________	, evaluated	____	____
	2)________________	, evaluated	____	____
	Math	____	____	____
	Biology	____	____	____

Six months employment in Respiratory Therapy as verified by a **letter of Recommendation from the Department** Director will cause **file to be automatically referred, once a student meets** condition for Regular **Student Status.**

Recommendation:

Admit to program__________

Do not admit __________

Comments:____

____

____

Respiratory Technology
Appendix II

COURSES		CREDITS
First Semester (Summer)		
BIO:102	Clinical Physiology	3
PSI:105	Physical Science I	3
RTC:100	Respiratory Technician Orientation	2
		8 TOTAL CREDITS
Second Semester (Fall)		
RTC:101	Respiratory Technician I	4
RTC:102	Respiratory Technician II	4
RTC:111	Respiratory Technician Clinical I	4
		12 TOTAL CREDITS
Interim Semester		
RTC:112	Respiratory Technician Clinical II	2 TOTAL CREDITS
Third Semester (Spring)		
RTC:103	Respiratory Technician III	4
RTC:104	Respiratory Technician IV	4
RTC:113	Respiratory Technician Clinical III	4
		12 TOTAL CREDITS
Interim Semester (May)		
RTC:114	Respiratory Technician Clinical IV	3 TOTAL CREDITS

NOTE: Respiratory Technology and support courses are required for the semester in which they are listed.

RESPIRATORY THERAPY

I. Job Description

The Respiratory Therapist is an allied health specialist in a hospital under medical supervision who provides treatment for and aids in the diagnostic evaluation of patients with diseases and disorders associated with the cardio-pulmonary system. Tasks include therapeutic use of oxygen and administration apparatus, environmental control systems, humidification, aerosols, medications, continuious and intermittant ventilatory support, broncho-pulmonary drainage and exercises, respiratory rehabilitation, assistance with cardio-pulmonary resuscitation and maintenance of natural and artificial airways. A Respiratory Therapist also administers pulmonary function tests, blood gas analysis and other tests to assist the physician in diagnosis and research. He/she must have a detailed knowledge of therapeutics, medications and diseases and be able to recognize patient signs, symptoms and reactions to treatments. The therapist must be able to instruct and evaluate technicians; instruct and advise nurses, physicians and administrators on matters relating to the field; and may need to conduct research in special areas of respiratory therapy.

II. General Information on Forest Park's Program

Forest Park offers a two-year program leading to an Associate in Applied Science degree in Respiratory Therapy. The program is fully accredited and approved by the Joint Review Committee for Respiratory Therapy Education (JRCRTE) of the Council on Medical Education of the American Medical Association. Upon graduation, the student is eligible to take the National Board for Respiratory Therapy (NBRT) examinations for Registered Respiratory Therapist (RRT) at a timetable determined by the organization. The average course load is 12 to 18 hours per semester. Beginning with the second semester, the student will spend additional hours in hospital practice to include 40 hours per week during the summer session to complete the 1,000 clinical hours required for graduation.

In previous years, all students who have applied early enough and who have met the entrance requirements have been accepted. There is no waiting list for the program which begins in late August of each year.

III. Professional Characteristics

The medical profession expects the Respiratory Therapist to possess the following traits. The student is, therefore, encouraged to develop these characteristics in order to successfully compete in the job market upon graduation.

-Good health with no physical handicaps that affect maneuverability in cramped areas
-Good moral character
-Ability to act quickly and responsibly uder stressful situations
-Capable of working pleasantly with people
-Consideration of the patient's care as the first concern.
-Ability to tolerate the sights, sounds and odors of the ill, injured and dying

- -Ability to work within the authority framework in relation to physicians, nurses, other therapists, etc.
- -Ability to tolerate long hours of standing and walking
- -Ability to stoop and lift moderately heavy objects (approximately 30 pounds)
- -Good coordination, good manual dexterity
- -Well groomed
- -Written and verbal mastery of the English language
- -Mechanically and scientifically inclined

IV. Employment Prospects and Salary

The employment outlook for graduates is excellent. Job opportunities exist in both urban and rural areas in all parts of the United States and North America. Graduates can anticipate a starting salary of $1,100 per month. The work is exciting and challenging. Undesirable aspects are long hours of walking and standing, working on holidays and weekends.

V. Admission Statement

Students are selected during the fall, spring and summer prior to the fall that they intend to enroll. There are a total of thirty (30) students accepted on a first come basis, so candidates are advised to apply as early as possible.

Requirements for admission are a current and cumulative 2.5 grade point average in high school or college and completion of at least one (1) semester of Algebra and Biology in high school or college within the last five (5) years, with a grade of "C" or better.

A GED score of 225 with no individual score less than 45 and documentation that Algebra and Biology were successfully completed in high school will be acceptable in lieu of high school diploma.

Applicants with previous college experience must have completed at least nine (9) credit hours in one semester with no grade below a "C" in required courses and a GPA of 2.5 or better.

In some instances, a student may not be eligible for the Therapist program on the basis of previous academic work, but is eligible for the Technician program. In this event, the student will be presented with two (2) options; (1) enroll in the proper courses to remove the deficiencies for the therapist program, or (2) enter the technician program. By the conclusion of the technician program, the student will be eligible to enter the therapist program provided that he/she has maintained a current and cumulative grade point average of 2.5 or better and he/she has graduated in good standing from the technician program.

Graduates of a JRCRTE accredited technician program, other than at Forest Park, may acquire a position in the therapist program provided they meet all entrance requirements.

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Advance standing into different levels of the therapist program is granted to all graduates of JRCRTE accredited schools for respiratory technicians. The amount of advance standing granted depends upon the number and type of support courses completed with a "C" or better and the results of challenge examinations offered by the Respiratory Therapy Department. Any inquiries concerning advance standing should be directed towards the director of either program.

VI. Entrance Requirements

See Appendix I.

VII. Eligibility Semester

Refer to Admission Statement.

VIII. Course Load

An outline of the Respiratory Therapist curriculum is provided below. The days of the week the courses are offered and the approximate number of hours per week involved during the regular semester session are in parentheses:

FIRST YEAR - Fall (21 hours/week) Support: English I, Human Anatomy and Physiology I, Fundamentals of Chemistry I, Technical Math or College Algebra. (M to F) Respiratory: Respiratory Therapy Equipment, Oxygen, Humidity and Aerosol Therapy, Incentive Spirometry. (M to F) Clinical: Counseling, Discussion (varies) CREDIT HOURS: 18

Spring (30 hours/week) Support: English II, Human Anatomy and Physiology II, (M to Th) Respiratory: IPPB Therapy, Chest Physiotherapy, Pediatrics, Infection Control, Cardio-Pulmonary Resuscitation, Pharmacology, Acid-Base and Blood Gases, Introduction to Mechanical Ventilation. (M to Th) Clinical: Eight (8) hours per week. (F) CREDIT HOURS: 15

Summer (40 hours/week) Clinical: Forty (40) hours per week for eight (8) weeks. (M to F) CREDIT HOURS: 5

SECOND YEAR - Fall (35 hours/week) Support: Physics I, Physical Education Elective . (M, W, F) Respiratory: Pulmonary Function Testing, Pulmonary Anatomy, Physiology, Pathophysiology, Physical Assessment, Electrocardiology. (M. W, F) Clinical: Sixteen (16) hours per week. (T, Th) CREDIT HOURS: 18

Spring (21 hours/week) Support: Microbiology, American Civilization, General Psychology, Physical Education Elective. (T, Th) Respiratory: Hemodynamic and Critical Care Monitoring, Pulmonary Rehabilitation, Clinical Management, Respiratory Therapy Review. (T, Th, F) Clinical: Sixteen (16) hours per week. (M, W) CREDIT HOURS: 19

NOTE: It is encouraged that the prospective student take available support courses prior to entering the program. This lessens the load required during the program.

IX. Retention

See Appendix III.

X. Transferability

Universities with a Bachelor in Respiratory Therapy Degree program which will accept transfers for partical credit from Forest Park's program are Southern Illinois University at Carbondale, Maryville College in St. Louis, and University of Missouri at Columbia. Students furthering their education in another major, however, will find that some four-year institutions will not accept the Life Science and Physical Science courses for the same credit hour value. Also, the Respiratory Therapy specialty courses may not transfer.

XI. Cost

In addition to the College's standard fees, students may expect to incur the following expenses:

Books	$50	each semester
Lab coat, uniform	50	
Stethoscope	30	
Insurance	6	each semester (in clinical)
Parking fees	20	(in clinical) (may vary each semester)

XII. Specific Financial Aid

Financial aid is available to students in various forms such as loans, grants, and scholarships. A majority of information is available through the Financial Aid Office, U-207. Scholarships are available through the American Lung Association of Eastern Missouri and the American Respiratory Therapy Foundation. For further information see the Financial Aid Office.

XIII. Explanation of Instructional Approach

Instruction in the respiratory therapy program includes two general approaches in three areas of exposure. Classroom instruction involves lecture and laboratory experiences. The laboratory provides practical, "hands-on" exposure with mock procedures. Clinical instruction takes place at the affiliate hospital with a clinical instructor in small groups (no more than 5 students). This approach provides further practical exposure in real situations under close supervision.

XIV. Curriculum Outline

See Appendix II.

XV. Name of One or More Department Members to Contact for Additional Information

Tom Anderson	Room E-411	644-9326	(Respiratory Technology/Therapy Program)
Dolores Bushko	Room E-411	644-9326	(Respiratory Technology/Therapy Program)

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook See: Respiratory Therapy Workers, pp. 393-394
Holland Files See: Social Type, Health Careers Program, p. 83
Missouri View See: Inhalation Therapist, Card #267
SIGI Computer Information

APPENDIX I

RESPIRATORY THERAPY

WORKSHEET

NAME ______________________________ STUDENT NUMBER ______________

MINIMUM			YES	NO
	Regular Student Status		____	____
Send file without	Personal Health History Form		____	____
	High School Transcript (Partial)		____	____
	High School Transcript (Final)		____	____
	Date of Graduation	__________		
2.5 cumulative	High School G.P.A.	__________		
C Grade	Algebra	__________	____	____
C Grade	Biology	__________	____	____
225/45	G.E.D. Eligible Score	__________	____	____
	Placement Test Scores Eng______ Math______ Rdg______			
2.5 cumulative	College Transcripts			
	1) ____________________, evaluated		____	____
	2) ____________________, evaluated		____	____
C Grade	Algebra	__________	____	____
C Grade	Biology	__________	____	____
	Currently enrolled			
	College ______________________		____	____

Recommendation:

Admit to program ________

Do not admit ________

Comments: ______________________________

Respiratory Therapy

Appendix II

COURSES		CREDITS	
First Semester			
ENG:101	College Composition I	3	
BIO:201	Anatomy & Physiology I	3	
CHM:101	Fundamentals of Chemistry I	4	
MTH:124	Technical Mathematics I OR	3	
MTH:160	College Algebra	4	
RTH:101	Respiratory Therapy I	4	
RTH:110	Respiratory Therapy Conference	1	
		18-19	TOTAL CREDITS
Second Semester			
ENG:102	College Composition II	3	
BIO:202	Anatomy & Physiology II	3	
RTH:102	Respiratory Therapy II	4	
RTH:103	Respiratory Therapy III	4	
RTH:111	Respiratory Therapy Clinical I	1	
		15	TOTAL CREDITS
Third Semester (Summer)			
RTH:112	Respiratory Therapy Clinical II	5	TOTAL CREDITS
Fourth Semester			
PHY:101	Technical Physics I OR		
PHY:111	College Physics I	4	
PE :XXX	Physical Education Elective	1	
RTH:201	Respiratory Therapy IV	3	
RTH:202	Respiratory Therapy V	4	
RTH:203	Respiratory Therapy VI	4	
RTH:211	Respiratory Therapy Clinical III	2	
		18	TOTAL CREDITS
Fifth Semester			
BIO:203	General Microbiology	4	
PSY:201	General Psychology I	3	
HST:100	American Civilization	3	
PE :XXX	Physical Education Elective	1	
RTH:204	Respiratory Therapy VII	4	
RTH:205	Respiratory Therapy VIII	2	
RTH:212	Respiratory Therapy Clinical IV	2	
		19	TOTAL CREDITS

NOTE: The Respiratory Therapy, Physics, and Anatomy and Physiology courses are required for the semester in which they are listed (unless Anatomy and Physiology and Physics were taken prior to the program). It is suggested that the remaining support courses be taken in the semester for which they are listed.

APPENDIX III

ST. LOUIS COMMUNITY COLLEGE AT FOREST PARK
RESPIRATORY THERAPY DEPARTMENT

SELECTION AND RETENTION STANDARDS

Retention in the Respiratory and Therapy Technology Program is subject to the following conditions:

1. The student must maintain a current and cumulative grade point average of 2.0 or better.
2. The student must achieve a grade of "C" or better in all respiratory therapy courses while enrolled in the program.
3. The student must achieve a grade of "C" or better in all support, math and science courses in the program.
4. The student must comply with all requirements for successful completion of the clinical portion of the program.
5. The student must adhere to all regulations outlined in the clinical handbook, course outlines and syllabuses and college handbook concerning students' rights and responsibilities.
6. The student must comply with college or department policy regarding ethical and honest behavior.
7. The student must have a personal health history form completed by his/her physician and returned to the Program Director's office by mid-term of their first semester in the program. All health histories are subject for review by the Program Medical Director who will determine retention eligibility for health reasons.
8. The student meets health requirements and stays healthy.
9. The student is responsible to meet the requirements for graduation as well as register for the required courses in the correct semester of the program.
10. The student does not withdraw from required courses or from the program.
11. The student is not absent for any reason (medical or otherwise) for more than twice the number of class meetings per week.
12. The student is not chronically tardy. Tardiness will be defined as being late to class more than five (5) minutes after class has begun. **Three** (3) tardies will equal one (1) absence.

Any violation of the above listed criteria will result in dismissal from the program or probationary status for one (1) semester as determined by the Admissions Committee for Respiratory Therapy. A student can only be placed on probation for one (1) semester of either program.

If a student does not achieve a grade of "C" or better in required support course(s), he/she will be retained in the program providing:

1. That the course is successfully completed prior to the next semester, or within the next semester that the course is offered.
2. That the student has not registered more than once for the same course during the previous three (3) year period.
3. Not more than one (1) course was not successfully completed.

Failure to come off of probation after one (1) semester will result in dismissal from the program.

If a student becomes ineligible to remain in the program, he/she must correct the deficiency and re-apply to the program.

All applications for re-admission are subject to review and acceptance by the Admissions Committee for Respiratory Therapy.

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Revised - May 1982

SURGICAL TECHNOLOGY

I. Job Description

As a Surgical Technician, you will be a member of a professional allied health care team. You will work with and under the supervision of surgeons, nurses and anesthesiologists. You will be prepared to fulfill many responsibilities. Your primary responsibility will be that of the sterile instrument handler; you may also, under the supervision of a Registered Nurse, assist as the nonsterile circulator. Other responsibilities include preparing a safe environment for the surgical patient, preparing surgical supplies, observing, reporting and recording pertinent data associated with the surgical procedure. You will assist in the care of the patient before, during and after surgery.

National certification is available to you through your professional association, the Association of Surgical Technologists. You are eligible for membership as a student and you may take the certifying examination at the completion of the Surgical Technology program.

Positions are available in hospitals - public and private - and clinics throughout the country.

II. General Information on Forest Park's Program

Offered only at the Forest Park campus. Surgical Technology is a one-year career program which leads to a Certificate of Proficiency and prepares students for entry-level employment. The first semester is devoted to classroom, laboratory practice and observation at a clinical affiliate where aseptic technique, instrumentation, surgical procedures and patient care is learned. Related courses in science are taken concurrently. During the second and third semester, students spend 20 hours per week in assigned clinical sites where they receive supervised clinical practice and also 4 hours per week on campus in the laboratory to refine the skills they have learned.

An advisory committee of medical professionals works with St. Louis Community College at Forest Park to ensure that the curriculum keeps pace with employment requirements and technical advances in the field.

III. Professional Characteristics

The medical profession expects the Surgical Technician to possess a number of traits. Therefore, the student interested in pursuing a career as a surgical technologist should:

- enjoy the operating room situation, especially as it is often tense;
- have good health and stamina as some surgical procedures require hours of standing;
- have good emotional stability;
- have a neat and clean appearance;
- have dexterity for passing surgical instruments;
- have good locomotion (ability to move rapidly without getting in another's way);
- have the ability to get along with others and work as a team;
- have the ability to accept criticism and guidance.

IV. Employment Prospects and Salary

The job outlook for surgical technologists is good and Forest Park graduates have been employed at numerous hospitals in the metropolitan area. The salary range for a surgical technician is between $850 - $950 a month.

V. Admission Statement

Admission to the Surgical Technology Program is a 2.25 G.P.A. for high school graduates and for those individuals with previous college courses, or a certificate of high school equivalency (GED) with a minimum score of 225, with no individual score below 45. A current (within the past year) medical examination. All applicants to program will need to complete a personal interview with the program director. It is the applicants responsibility to fulfill all requirements for admission to the Surgical Technology Program.

*IMPORTANT! See entrance requirements for all allied health programs.

VI. Entrance Requirements

See Appendix I.

VII. Eligibility Semester

Some students are eligible from high school with a 2.25 high school grade point average and 1 year of algebra and 1 year of biology, with a grade no lower than "C" in these courses.

Students with college credit must have a cumulative and semester grade point average of 2.25 or better and the appropriate math and science courses within the last five years. (Math and science grades must not be under a "C" to be accepted.)

Some students will need an eligibility semester of 9 credit hours in a semester with a math and a science course plus another course from the S.T. curriculum with no grade lower than "C" in these courses and a 2.25 grade point average (semester and cumulative).

VIII. Course Load

Maximum number of credit hours should not exceed 17 credit hours in one semester.

IX. Retention

Retention policies of the Surgical Technology department address grading policies (didactic and clinical), attendance, health requirements, liability, grounds for dismissal and unethical behavior. These policies are explained on the first day of class and they are signed by the student. The student keeps one copy and one copy remains in the department office.

X. Transferability

Only biological science courses and general education courses will transfer. Courses with department numbers of "ST" do not transfer.

XI. Cost

In addition to the College's standard fees, students should expect to incur the following expenses:

Miscellaneous (lab coat, pin, liability insurance)	$72
Parking costs at clincial sites will be extra	

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

The program is a three semester certificate program. During the first semester, you will spend approximately 160 hours in the clinical lab facilities on campus and 1 day per week at clinical affiliates. You will learn the principles of sterile technique, how to prepare surgical supplies, and how to perform various surgical procedures. Your academic courses will include Anatony and Physiology I, General Microbiology, and Pharamacology for Surgical Technicians and Fundamentals of Surgical Technology.

In the second semester, you will spend 20 hours per week at the affiliating hospitals and four hours in the clinical lab on campus. You will continue your academic courses with Anatomy and Physiology II and College Composition I.

In the third semester, you will spend 20 hours per week at the affiliating hospitals and one day (four hours) in clinical lab on campus. Sociology or Psychology will be taken at this time.

During the clinical affiliation, you will be required to be at your assigned hospital from 7:00 a.m. - 12:00 noon. You will receive approximately 900 hours of clinical experience during your three semesters.

XIV. Curriculum Outline

See Appendix II.

XV. Name of One or More Department members to Contact for Additional Information

Health Technology Department	Room A-412	644-9325
Marifrances Burger	Room A-414	644-9340

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, See: Operating Technician, pp. 389, 390
Holland Career File
SIGI Computer Information

APPENDIX I

SURGICAL TECHNOLOGY

WORKSHEET

NAME____________________ STUDENT NUMBER____________

MINIMUM			YES	NO
Send file without:	Regular Student Status		____	____
	Personal Health History Form		____	____
	High School Transcript (Partial)		____	____
	High School Transcript (Final)		____	____
	Date of Graduation - High School	________		
2.25 cumulative:	High School GPA	________		
C Grade:	Biology 1 year	________		
C Grade:	Algebra	________		
225/45:	GED Eligible Score	________		
	Eligibility Semester			
2.25 cumulative:	College Transcripts:			
	1) ________________, evaluated		____	____
5 year limit:	2) ________________, evaluated		____	____
C Grade:	College Math	________	____	____
C Grade:	College Science	________	____	____
	NOTE: College work must have been completed in previous 5 years.			
	Currently enrolled:		____	____
	College____________________			
Recommendation:	Admit to Program______			
	Do Not Admit ______			

Comments: ____

____

____

Appendix II

Surgical Technology

COURSES		CREDITS	CONTACT HOURS
First Semester - Fall			
ST: 101	Surgical Technology I	4	137
ST: 104	Pharmacology for ST's	2	32
ST: 105	Fundamentals of Surgical Technology	4	160
BIO:201	Anatomy and Physiology I	3	64
BIO:203	General Microbiology	4	84
		17 CREDITS	477 CONTACT HOURS
Second Semester - Spring			
ST: 102	Surgical Technology II	6	384
BIO:202	Anatomy and Physiology II	3	64
ENG:101	College Composition I	3	48
		12 CREDITS	496 CONTACT HOURS
Third Semester - Summer			
ST: 103	Surgical Technology III	4	192
PSY:201	General Psychology I	3	48
*COM:101	Oral Communication I	3	
		7-10 CREDITS	240 CONTACT HOURS

Total Credit Hours:	36
Total Contact Hours:	1213
Total Surgical Technology Credit Hours:	20
Total Surgical Technology Contact Hours:	905

*Recommended

AUTOMOTIVE TECHNOLOGY

I. Job Description

Automotive Technicians are trained in all phases of automotive mechanical work for employment in the automotive services industry.

II. General Information on Forest Park's Program

Automotive Technology is a two-year full-time program leading to an Associate in Applied Science Degree which enables the student to develop competence and skills necessary for placement at the entrance level upon graduation. Students work with up-to-date equipment and are trained in every aspect of the mechanical parts of a car. Students gain on-the-job experience by performing actual repairs in Forest Park's modern automotive shop which houses three dynamometers and accommodates 14 to 17 vehicles.

This program does not offer auto body repair work. Students wishing to attend part-time may complete the two-year program in three years by taking required liberal arts courses the first year and the automotive specialty courses in the second and third years.

The program begins fall semester only and enrollment is limited to 30 students a year. Selection is made basically on a first-come/first-serve basis, and the next class is usually filled by mid-summer. A personal interview is conducted with each applicant to assess personal interest and adaptability to the automotive field and related areas. An entrance examination is also given to assess the student's reading and math capability. In the last graduating class, 33 students were accepted into the program from 50 applicants. Fourteen completed the program, graduated, and obtained employment at beginning salaries ranging from $127 a week to $325 a week.

III. Professional Characteristics

Individuals planning to enter the program should have sufficient physical strength to handle their own toolbox, a strong mathematics and reading background, and be mechanically inclined with a high level of finger dexterity and eye/hand coordination.

The automotive industry expects the trained automotive technician to possess the following characteristics.

-Honesty (personal and work-related)
-Dependability and reliability
-Ability to assume responsibility
-Ability to work without supervision
-Pride in work
-Ability to work well with people (customers and other personnel)
-Leadership potential

The student is, therefore, encouraged to develop these characteristics in order to more successfully compete in the job market and for advancement after graduation.

IV. Employment Prospects and Salary

Employment opportunities for well-trained automotive technicians are increasing. Job vacancies occur at automobile dealerships, independent garages and repair shops, discount stores, tire centers, service centers, etc.

V. Admission Statement

Application to the College should be made by January of the same year the student wishes to enroll. Applicant must interview with program faculty prior to enrollment in the program.

VI. Entrance Requirements

High school diploma (or 12 college credit hours) with a 2.5 or above grade point average, or equivalent GED test scores, with one unit of high school algebra and one unit of high school geometry.

(NOTE: Applicants who lack these prerequisites may overcome the deficiency by enrolling in MTH:007 (Elementary Algebra) and MTH:009 (Elementary Geometry) and passing with a grade of "C" or better.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Automotive Technology is a full-time day program. The student has to carry all courses as outlined per semester, except as noted in Section II, paragraph 2.

IX. Retention

Student must pass with a grade of "C" or better in both the Automotive Technology specialty courses and the required liberal arts courses. The student may not continue in the program if any courses are failed.

X. Transferability

Automotive Technology is a vocational program designed to prepare the student for immediate employment. Therefore, only the liberal arts courses will transfer toward a bachelor degree. However, students wishing to transfer to a four-year college to obtain a bachelor degree in the automotive field will generally find that Missouri Western at St. Joseph, Central Missouri State at Warrensburg, Missouri Southern at Joplin, and Kansas State College at Pittsburg, Kansas, will accept in transfer some of the course credits earned in Forest Park' program. Unacceptable courses in the program are Technical Physics and Human Relations in lieu of College Physics and Introduction to Sociology.

XI. Cost

In addition to the standard college fees, anticipated expenses are $200 for books for the entire program (four semesters), and $450 for the necessary automotive tools (first semester only).

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Sixty/forty percent lab/class - heavy on theory and hands on.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Robert Weil	Room G-019	644-9195
Robert Knox	Room G-019	644-9287

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, pp. 335 and 545
Holland File See: Mechanic under Realistic Type
Missouri View Card Number 52
SIGI Computer Information

Automotive Technology
Appendix I

COURSES		CREDITS
First Semester		
MTH:124	Technical Mathematics I	3
PSI:105	Physical Science I: Automotive Technology	3
ME :151	Manufacturing Processes I	3
AUT:151	Automotive Engine Operation	3
AUT:161	Suspension & Steering I	2
PE :xxx	Physical Education	1
		15 TOTAL CREDITS
Second Semester		
ENG:101	College Composition I	3
HST:100	American Civilization	3
AUT:250	Fuels and Ignition	3
AUT:156	Automotive Electricity (non-ignition)	3
AUT:158	Charts, Diagrams, & Handbook Usage	2
AUT:162	Suspension & Steering II	2
PE :xxx	Physical Education	1
		17 TOTAL CREDITS
Third Semester		
COM:101	Oral Communications I	3
AUT:253	Automatic Transmissions & Differentials	3
AUT:271	Diagnostic Equipment & Emissions	3
AUT:281	Automotive Field Work I	5
AUT:291	Automotive Service Management	2
		16 TOTAL CREDITS
Fourth Semester		
SOC:100	Human Relations	3
ACC:100	Applied Accounting	3
AUT:272	Controls and Air Conditioning Accessories	3
AUT:282	Automotive Field Work II	5
AUT:292	Parts & Service Merchandising	3
		17 TOTAL CREDITS

BIO- MEDICAL ENGINEERING TECHNOLOGY

I. Job Description

The Bio-medical Engineering Technician (BMET) is an important member of the health-care team who repairs, maintains, calibrates, and adapts the many kinds of electronic apparatus and instrumentation used in medical therapy, diagnosis, and research. All sophisticated hospital monitoring devices and electrical medical equipment require the continuous care of a trained BMET.

II. General Information on Forest Park's Program

Upon completion of the BMET program at Forest Park, the student is awarded an Associate in Applied Science degree. In addition to classroom work, students get practical experience in the college's engineering technology laboratories and at area hospitals.

Twenty-four students can be accepted each year, and the program begins fall semester only. In the last graduating class, 24 students were selected from 40 applications and 17 graduated. Eighty percent found immediate employment in this field, and approximately 15 percent are employed in unrelated fields.

Particularly challenging courses are Electric Circuits I, Clinical Physiology, and Electronic Devices.

III. Professional Characteristics

Those planning to enter this field should have a high level of eye/hand coordination and the ability to manipulate small objects.

The BMET is expected to possess the following characteristics. The student is, therefore, encouraged to develop them in order to more successfully compete in the job market following the completion of the program.

- Good math and science background
- Ability to assume responsibility
- Pride in work
- Ability to work without supervision
- Self-starting
- Ability to get along well with others
- Neat, clean appearance

IV. Employment Prospects and Salary

Nearly all hospitals, even those located in smaller communities, have intensive care facilities and equipment ranging from monitoring devices to closed-circuit television. All of these instruments require constant care by a trained BMET. The need for proficient BMET's is growing and employment opportunities exist in hospitals, clinics, research laboratories, manufacturing plants, and service companies. Bio-medical Engineering Technology is a rewarding field, in terms of both salary and personal satisfaction. Beginning salaries range from $13,000 to $15,000 annually.

-Nearly 100% placement rate every year.
-Average salaries Forest Park graduates:

76/77	77/78	78/79	79/80	82
984	963	1055	1300	1179 & 1256 Range $1100-$1300 a month

National Outlook:

-Favorable outlook for employment through the 80's.
-1977 salary for Biomedical Engineers $10,500/year.

*It appears that the Forest Park graduates salaries exceed the national average of engineers.

V. Admission Statement

Application to the College specifying this program should be made by January of the year in which the student wishes to enroll.

VI. Entrance Requirements

Scholastic requirements include: Upper half of high school class, cumulative GPA of 2.50 (C+) with no grade below a "C" in high school preparatory math and a laboratory science (preferably physics). Deficiencies in math and science can be removed by successfully completing the Fundamentals of Technology sequence prior to entry into the Electronic Engineering Technology program.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Students may attend either full or part-time. The typical full-time course load ranges from 15 to 18 hours per semester.

IX. Retention

The standard established for academic retention in the program is necessarily high. One failing grade in any course means automatic dismissal from the program.

X. Transferability

Students wishing to work on a bachelor degree in engineering technology have found that credits from some courses in the Forest Park program will transfer to Washington University's evening school program and to Kansas University. The receiving four-year institution will usually transfer the required academic courses, but the BMET specialty courses will not transfer in cases where the student has changed a major.

XI. Cost

In addition to the standard College fees, the student should anticipate $50 each semester for books and supplies.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial information.

XIII. Explanation of Instructional Approach

Lectures, laboratories, and professional internship.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Dan Landiss	Room D-326	644-9309
James Meinert	Room C-320	644-9296

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, Bio-Medical Engineers, p. 285
Holland File, See: Bio-Medical Engineer under Realistic Type; See:
  Health Careers Type, p. 5
SIGI Computer Information

Bio-Medical Engineering Technology
Appendix I

COURSES		CREDITS
First Semester		
MTH:144	Technical Algebra & Trigonometry	5
EE :130	Electric Circuits I	4
EGR:104	Electronic Drafting	2
BIO:102	Clinical Physiology	3
ENG:101	College Composition I	3
		17 TOTAL CREDITS
Second Semester		
MTH:154	Technical Analytical Geometry & Calculus I	4
EE :131	Electric Circuits II	4
EE :132	Electronic Devices	5
EE :242	Introduction to Microprocessors	3
BE :150	Biomedical Electrical Safety	2
		18 TOTAL CREDITS
Summer Session		
BE :153	Biomedical Internship	3
		3 TOTAL CREDITS
Third Semester		
PHY:111	College Physics I	4
EE :233	Digital Logic	4
BE :251	Biomedical Electronics	5
BE :253	Biomedical Instrumentation	3
PE :xxx	Physical Education Elective	1
		17 TOTAL CREDITS
Fourth Semester		
EE :228	Electric Shop	1
BE :252	Biomedical Techniques	4
ENG:103	Report Writing	3
HST:100	American Civilization	3
SOC:100	Human Relations	3
PE :xxx	Physical Education Elective	1
		15 TOTAL CREDITS

BUILDING INSPECTION AND CODE ENFORCEMENT TECHNOLOGY

I. Job Description

Municipal employee; to approve architectural plans and specifications, award work permits and inspect new construction as it progresses. Must be knowledgeable in inspection techniques, soils, architectural material, plumbing and electrical systems, heating and ventilation systems and municipal fire safety regulations.

II. General Information on Forest Park's Program

Either a Certificate of Proficiency (32 semester hours) or an Associate in Applied Science degree (65 semester hours) can be earned at Forest Park. Two or three courses are offered in the evening; academic courses are offered both day and evening each semester. Classes are taught by instructors who have experience or are working in the building profession.

Beginning students are accepted into the program for fall, spring and summer sessions.

Some students have found Technical Math, Physical Science, Soils Grading Waste Water Control, Mechanics Statics and Strength of Materials to be the most difficult courses because of the mathematics emphasis.

III. Professional Characteristics

Students considering this program should be somewhat mechanically inclined. Municipal government officials expect the Building Inspection and Code Enforcement Technician to have the following characteristics. The student is, therefore, encouraged to develop them in order to successfully compete in the job market upon graduation.

- Honesty
- Ability to work with and pursue small details
- Ability to read and interpret technical documents
- Ability to read and interpret construction drawings and specifications

IV. Employment Prospects and Salary

There are at present 250 to 300 building inspection and code enforcement positions in the St. Louis area. The starting salary for qualified Building Inspection and Code Enforcement officials ranges from $9,500 to $11,000.

V. Admission Statement

Students may start the program any semester. However, they must meet prerequisites as stated for each course, or have the approval of the department or division dean.

VI. Entrance Requirements

High School or equivalency. Students should have a minimum of two years of high school math.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Full-time students may complete the Associate Degree program in two years or the Certificate program in one year. Most students are part-time and they advance at their own rate.

IX. Retention

Approximately 40% of the people in the program ultimately receive an AAS degree.

X. Transferability

The Certificate of Proficiency in Building Inspection and Code Enforcement is accepted totally by Forest Park as the first half of the Assocate Degree program. Considered vocational, the specialty program will not transfer to some four-year colleges and universities.

XI. Cost

In addition to the College's standard fees, books and supplies cost approximately $75 each year for full-time students.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

The code enforcement courses are taught by experts actually employed in the specific areas involved; frequently using actual construction documents from on-going jobs.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Science and Technology Division	Room B-314	644-9285
A. Russell Maier	Room A-322	644-9310

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook
Dictionary of Occupational Titles
Chronicle Guidance #449
Construction Inspector 0580 (ERI)
SIGI Computer Information

Building Inspection and Code Enforcement Technology
Appendix I

COURSES		CREDITS
First Semester		
MTH:124	Technical Mathematics I	3
FIR:210	Architectural & Structural Representation - Materials	3
BIC:101	Basic Building Inspection Techniques	3
BIC:103	Building Codes & Ordinances	3
PSI:101	Physical Science Lecture I	3
PE :xxx	Physical Education*	1
		16 TOTAL CREDITS
Second Semester		
FIR:105	Inspection & Fire Prevention	3
SOC:101	Introduction to Sociology	3
BIC:205	Soils, Grading & Waste Water Control	3
BIC:200	Plumbing & Mechanical Inspection	4
PE :xxx	Physical Education*	1
XX :xxx	Technical Elective	3
		17 TOTAL CREDITS
Third Semester		
ENG:101	College Composition I	3
BIC:201	Electrical Inspection	2
BIC:202	Administration of Building Regulations	3
ME :135	Mechanics-Statics	3
HST:100	American Civilization	3
BIC:203	Plan Review I (Non-Structural)	3
		17 TOTAL CREDITS
Fourth Semester		
ENG:102	College Composition II	3
COM:101	Oral Communications I	3
MGT:102	Personnel Management & Training	3
ME :243	Strength of Materials	3
BIC:204	Plan Review II (Structural)	3
		15 TOTAL CREDITS

*May be waived for veterans or anyone over 21 years of age at time of first registration.

CERTIFICATE OF PROFICIENCY

Building Inspection (BIC:xxx)	23
Electives (Recommended to include MTH:124 and PSI:101)	9
	32 TOTAL CREDITS

DATA PROCESSING

I. Job Description

Computer programmers plan and organize the procedure a computer will follow to carry out a job. The work of programmers usually has five steps: 1) Analyze the problem on job proposed for the computer; 2) Prepare a formal analysis; 3) Refine the analysis into complete, detailed instructions. These instructions are the program. 4) Test the program on the machine; and 5) Write instructions for computer operators who will operate the machine. (Chronical Guidance #175)

II. General Information on Forest Park's Program

The Data Processing career curriculum provides the technical knowledge and skills necessary to solve information processing problems. The 64 credit hour program leads to an Associate in Applied Science degree and includes courses in data processing, mathematics, English, social sciences, business administration, and related subjects.

A 32 credit hour program also is available at the St. Louis Community College at Forest Park which leads to a Certificate of Proficiency.

III. Professional Characteristics

-Dependable
-Ability to work with details
-Analytic
-Precise
-Careful

IV. Employment Prospects and Salary

An advisory committee of data processing managers works with St. Louis Community College to ensure that the program keeps pace with the employment requirements of the field. Salary ranges from $13,000 to $16,000 annually.

V. Admission Statement

Application for the program may be made to the College at any time.

VI. Entrance Requirements

Not applicable.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Full-time students may complete the Associate Degree program in two years and the Certificate in one year. Courses may be taken on a part-time basis.

IX. Retention

Grade of "C" or better in prerequisite courses, cumulative GPA of 2.0 (C) or better.

X. Transferability

Determined by receiving school.

XI. Cost

Standard College fees.

XII. Specific Financial Aid Information

Student should check with Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Emphasis in both programs is given to business applications. In addition to classroom work, students gain practical experience by writing programs for computers in campus data processing center.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

David Daniel	Room D-320	644-9760
or		
Science & Technology Division	Room B-314	644-9285

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Handbook See Computer Operating Personnel pp. 96-97
Holland File See Computer: Conventional Type; Investigative Type
Occupational Outlook Quarterly Summer 1981 Vol. 25, No. 2, pp. 3, 13, 23
The Black Collegian Magazine, "Careers in Data Processing," Oct./Nov. 1981 Vol. 12, No. 2, p. 60
Career World Magazine, "Computers, Communication and Careers," November 1981 Vol. 10, No. 3, p. 22
SIGI Computer Information

Data Processing
Appendix I

COURSES		CREDITS
First Semester		
*DP :100	Introduction to Data Processing	3
*DP :210	RPG Programming	3
*MTH:160	College Algebra	4
*ENG:101	College Composition I	3
BUS:104	Introduction to Business Administration	3
		16 TOTAL CREDITS
Second Semester		
*DP :110	Logical Methods	3
*DP :500	Business BASIC Programming	3
MTH:170	Trigonometry	3
ENG:103	Report Writing	3
ACC:101	Financial Accounting I	3
PE :xxx	Physical Education	1
		16 TOTAL CREDITS
Third Semester		
*DP :112	Computer Concepts or	
*DP :241	Systems Analysis & Design I	3
DP :211	COBOL Programming I	3
HST:100	American Civilization	3
*xxx:xxx	Electives	6
PE :xxx	Physical Education	1
		16 TOTAL CREDITS
Fourth Semester		
*DP :221	Assembly Language Programming I or	
*DP :242	Systems Analysis & Design II	3
*DP :212	COBOL Programming II	3
xxx:xxx	Social Science elective	3
xxx:xxx	Electives	7
		16 TOTAL CREDITS

*Requirements for Certificate of Proficiency (Note: The Certificate of Proficiency is a 32 credit program, not a "one year" program.)

ELECTRICAL ENGINEERING TECHNOLOGY

I. Job Description

Employed as technical assistants to scientists and engineers engaged in installation, maintenance, and modification in the electronic field. Prepares and interprets engineering drawings, testing procedures and compiles technical data.

II. General Information on Forest Park's Program

The Electrical Engineering Technology program leads to an Associate in Applied Science degree and includes both classroom work and practical experience in technology laboratories. Students may enroll in either the full-time (day) or part-time (evening) program and may begin in either the spring or fall semesters. Forty students can be accepted each semester.

NOTICE THAT NOT ALL COURSES IN THE PROGRAM ARE TAUGHT AT FOREST PARK. Additional courses are available at Florissant Valley, and credit is also offered for courses taken at the Electrical Board of Trade.

Academic standards are necessarily high. One grade below "C" in any course results in probationary status in the program. Consequently, the attrition rate has been high, primarily due to student difficulty with math courses and Electric Circuits I.

With the establishment of Forest Park's Fundamentals of Technology sequence, it is anticipated that students with weak math and science backgrounds can acquire necessary skills to increase their chances for successful completion prior to entering this program.

III. Professional Characteristics

Students planning to enter this program should be mechanically inclined. The engineering profession expects the electronic engineering technician to have the following characteristics. The student is, therefore, encouraged to develop them in order to successfully compete in the job market upon graduation:

-Ability to work without supervision
-Self-starting
-Honesty and integrity
-Ability to follow instructions
-Pride in work
-Dependability
-Ability to work well with people

IV. Employment Prospects and Salary

Employment opportunities exist in many industrial and business firms. The technician may work in research development, manufacturing, testing, installation or maintenance of a variety of products. As electrical equipment becomes increasingly complex, electrical engineering becomes more specialized. Therefore, many jobs previously performed by engineers are now performed by competent engineering technicians. Starting salary ranges from $12,000 to $18,000 annually.

BEST COPY AVAILABLE

V. Admission Statement

Application to the College should be made by September or October for the spring semester and by January for the fall semester.

VI. Entrance Requirements

Scholastic requirements include: Upper half of high school class, cumulative GPA of 2.50 (C+) with no grade below a "C" in high school preparatory math and a laboratory science (preferably physics). Deficiencies in math and science can be removed by successfully completing the Fundamentals of Technology sequence prior to entry into the Electrical Engineering Technology program.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

17 credit hours per semester for full-time day students.

IX. Retention

One grade below a "C" in any course means probationary status in the program.

X. Transferability

Students working toward the baccalaureate degree have successfully transferred credits earned in this program to Northwest Missouri State, Milwaukee School of Engineering, and Washington University. Students who transfer to a four-year college or university to work toward a baccalaureate degree in another field may find that the technology courses will not transfer.

XI. Cost

In addition to the College's standard fees, the student should anticipate $60 each semester for books and supplies.

XII. Specific Financial Aid

Student should check with the Financial Aid office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Lectures, laboratories and demonstrations.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Technology Department
Dan Landiss Room D-326 644-9309

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, 1982-83
Holland File

Appendix I
Electrical Engineering Technology

COURSES		CREDITS
First Semester		
ENG:101	College Composition I	3
MTH:144	Technical Algebra and Trigonometry	5
EE :130	Electric Circuits I	4
EGR:104	Electronics Drafting	2
GE :101	Technical Computer Programming	3
		17 CREDITS
Second Semester		
ENG:103	Report Writing	3
MTH:154	Technical Analytical Geometry and Calculus I	4
EE :131	Electric Circuits II	4
EE :132	Electronic Devices	5
PE :xxx	Physical Education elective	1
		17 CREDITS
Third Semester		
EE :233	Digital Logic	4
PHY:111	College Physics I	4
SOC:100	Human Relations	3
HST:100	American Civilization	3
BE :253	Biomedical Instrumentation	3
PE :xxx	Physical Education elective	1
		18 CREDITS
Fourth Semester		
PHY:112	College Physics II	4
EE :240	Electrical Machines	4
ME :247	Energy Conversion	3
*EE :241	Transmission & Distribution of Power	3
BUS:104	Introduction to Business Administration	3
EE :228	Electrical Shop	1
		18 CREDITS

*Not offered at Forest Park campus.

ELECTRONIC ENGINEERING TECHNOLOGY

I. Job Description

Employed as technical assistants to scientists and engineers engaged in research and experimentation in the electronic field. Prepares and interprets engineering drawings, testing procedures and compiles techincal data.

II. General Information on Forest Park's Program

The Electronics Engineering Technology program leads to an Associate in Applied Science degree and includes both classroom work and practical experience in electronic engineering technology laboratories. Students may enroll in either the full-time (day) or part-time (evening) program and may begin in either the spring or fall semesters. Forty students can be accepted each semester.

Academic standards are necessarily high. One grade below "C" in any course results in probationary status in the program. Consequently, the attrition rate has been high, primarily due to student difficulty with math courses and Electric Circuits I.

With the establishment of Forest Park's Fundamentals of Technology sequence, it is anticipated that students with weak math and science backgrounds can acquire necessary skills to increase their chances for successful completion prior to entering this program.

III. Professional Characteristics

Students planning to enter this program should be mechanically inclined. The engineering profession expects the electronic engineering technician to have the following characteristics. The student is, therefore, encouraged to develop them in order to successfully compete in the job market upon graduation.

-Ability to work without supervision
-Self-starting
-Honesty and integrity
-Ability to follow instructions
-Pride in work
-Dependability
-Ability to work well with people

IV. Employment Prospects and Salary

All graduates of the 1980-81 class are employed as electronic engineering technicians or have received offers in the field. Employment opportunities exist in many industrial, medical and business firms. The technician may work in research development, manufacturing, testing, installation or maintenance of a variety of products. As electronic equipment becomes increasingly complex, electronic engineering becomes more specialized. Therefore, many jobs previously performed by engineers are now performed by competent engineering technicians. Starting salary ranges from $12,000 to $18,000 annually.

V. Admission Statement

Application to the College should be made by September or October for the spring semester and by January for the fall semester.

VI. Entrance Requirements

Scholastic requirements include: Upper half of high school class, cumulative GPA of 2.50 (C+) with no grade below a "C" in high school preparatory math and a laboratory science (preferably physics). Deficiencies in math and science can be removed by successfully completing the Fundamentals of Technology sequence prior to entry into the Electronic Engineering Technology program.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

17 credit hours per semester for full-time day students.

IX. Retention

One grade below a "C" in any course means probationary status in the program.

X. Transferability

Students working toward the baccalaureate degree have successfully transferred credits earned in this program to Northwest Missouri State, Milwaukee School of Engineering and Washington University. Students who transfer to a four-year college or university to work toward a baccalaureate degree in another field may find that the technology courses will not transfer.

XI. Cost

In addition to the College's standard fees, the student should anticipate $60 each semester for books and supplies.

XII. Specific Financial Aid

Student should check with the Financial Aid office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Lectures, laboratories and demonstrations.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Electronic Engineering Technology Department

Dan Landiss	D-326	644-9309

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, p. 523
Holland File, See: Electronics Technician under Investigative Type
Career World Magazine, "The Electronics Connection", March 1982, Vol. 10, No. 7, p. 3
SIGI Computer Information

Appendix I

Electronic Engineering Technology

COURSES		CREDITS
First Semester		
ENG:101	College Composition I	3
MTH:144	Technical Algebra and Trigonometry	5
EE: 130	Electric Circuits I	4
EGR:104	Electronic Drafting	2
GE: 101	Technical Computer Programming	3
		17 CREDITS
Second Semester		
ENG:103	Report Writing	3
MTH:154	Technical Analytical Geometry and Calculus	4
EE: 131	Electric Circuits II	4
EE: 132	Electronic Devices	5
PE: XXX	Physical Education elective	1
		17 CREDITS
Third Semester		
EE: 233	Digital Logic	4
PHY:111	College Physics I	4
SOC:100	Human Relations	3
EE: 234	Applied Electronics	5
PE: XXX	Physical Education elective	1
		17 CREDITS
Fourth Semester		
PHY:112	College Physics II OR	
EE: 242	Introduction to Microprocessors	3-4
EE: 235	Electronic Communications	4
HST:100	American Civilization	3
BUS:104	Introduction to Business Administration	3
EE: 228	Electrical Shop	1
		14-15 CREDITS

ENGINEERING DRAFTING

I. Job Description

The Engineering Drafting Program leads to a Certificate of Proficiency which prepares the student for immediate employment. Students are required to take 30 to 35 credit hours including courses in Technical Mathematics, Engineering Drawing, Descriptive Geometry, Mechanics-Statics, Manufacturing Processes, Materials and Metallurgy and various technical electives. Courses may then be applied to the associate degree program in Mechanical Engineering Technology.

Forest Park has well equipped engineering technology laboratories which include drafting tables and machines, machine shops, welding shops, materials testing equipment, milling machines and lathes. Students also may work with a computerized numerically controlled machine.

An advisory committee of engineers in such fields as aerospace, equipment handling and metal fabrication works with the College to ensure that the curriculum keeps pace with the employment requirements of various area industries.

II. General Information on Forest Park's Program

As a mechanical engineering draftsman, you would work as a supportive employee in an engineering firm. Thousands of products ranging from mechanical pencils to Saturn rockets require the skills of the mechanical engineering draftsman.

Drafting requires patience and the ability to do precise and accurate work. In addition, self-reliance and the ability to work unsupervised in solving problems is important.

Employment opportunities for the beginning mechanical engineering draftsman are available in nearly all types of industry, including aerospace, automotive, heavy equipment, chemical, electrical, petroleum and food processing.

DIFFERENCES in Engineering Drafting and Architectural Technology: Architectural Technology is offered at Meramec. It is an Architectural Drafting program whereas Engineering Drafting is slanted toward Mechanical Drafting.

III. Professional Characteristics

Able to work at desk quietly. Self-directed, above average intelligence. Work is very exacting and sometimes tedious.

IV. Employment Prospects and Salary

WORK PREPARED FOR: Entry level drafting. Some companies accept training time as industrial experience.

JOBS AVAILABLE: Mechanical draftsman, engineering draftsman, checker, inspector, layout man, electrical draftsman, tracer, detailer, drawing reproduction and control.

SALARY: $680 - $1,150 per month to start depending on job and college grades

V. Admission Statement

The minimum requirement for admission to the Engineering Drafting program is a high school diploma or certificate showing satisfactory completion of the General Education Development Test. Lacking a diploma or GED certificate, you may still be admitted if you are 18 years of age or older and have been out of high school at least six months beyond the end of the last school year in which you were enrolled. Placement tests also are required so that counselors can help you plan your program of study.

Previous courses in drafting or industrial arts or work experience in drafting are helpful but not required. Credit may be given for previous course work or practical experience; see the department chairperson for more information on the testing procedures. In addition to credit for previous experience, students may earn credit for new drafting skills learned on-the-job while enrolled in the program. A supervised program in Cooperative Education would be recommended in this situation.

Students who wish to continue for a degree in Engineering should take College Algebra, Trigonometry, and the Calculus course sequence. Some of the Certificate courses may be applied to the associate degree in Engineering.

We would prefer students to have some algebra and high school drafting courses, but we offer preparation in these areas.

VI. Entrance Requirements

None.

VII. Eligibility Semester

None. **PREPARATION COURSES:** At Forest Park, Elementary Algebra and Fundamentals of Drafting. Evening courses at local high schools and O'Fallon Tech.

VIII. Course Load

Full load is 15 to 17 credits per semester. Students may take lighter loads. Students who must work should take lighter loads. Suggested loads: work 8 hours per week, take 12 credits; work 20 hours, take 8 credits.

IX. Retention

Maintain a 2.0 (C) grade point average.

X. Transferability

All credits for the drafting certificate can be applied to the Mechanical Engineering Technology degree at Forest Park. Credits can be used at colleges offering a four-year degree in Technology. (Kansas State, Pittsburg, Kansas; SIU; etc.)

XI. Cost

In addition to the College's standard fees, students should be prepared to spend about $100 each semester for books and supplies.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Special instruction available: Open lab with student assistant. Many programs on audio tape and video tape for individual student work.

XIV. Curriculum Outline

See Appendix I and Appendix II.

XV. Name of One or More Department Members to Contact for Additional Information

Jerry Craig	Room E-413	644-9292
Bill Mason	Room F-009	644-9303

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, p. 315
Missouri View, Card #327
Holland File under Realistic Type, Drafter

Certificate in Engineering Drafting
Appendix I

PLAN I - Fundamental of Technology Sequence

Preparation courses for students interested in science and technology. These courses emphasize the development of basic math skills and understanding fundamental scientific principles. Technical communications, reading and study skills are emphasized. For students interested in science and technology who must start with MTH:007 Elementary Algebra.

COURSES		CREDITS
EGR:050	Fundamentals of Drafting	3
MTH:007	Elementary Algebra	3
MTH:009	Elementary Geometry	2
PSI:105	Physical Science I	3
RDG:100	College Reading and Study Skills	3

After completing the above work satisfactorily, continue on to PLAN II.

PLAN II - ENGINEERING DRAFTING

First Semester

EGR:100	Engineering Drawing	3
EGR:104	Electronics Drafting or	2
xxx:xxx	Approved elective	3
MTH:124	Technical Math I	3
ME :135	Mechanics-Statics	3
ME :151	Manufacturing Processes I	3

Second Semester

EGR:110	Descriptive Geometry	3
MTH:134	Technical Math II	3
ME :243	Strength of Materials	3

TECHNICAL COURSES WITH APPROVAL OF ADVISOR

ARC:110	Architectural Graphics	3
ME :134	Introduction to Technical Computer Programming	1
ME :152	Manufacturing Processes II	3
ME :225	Fixture Design	3
ME :249	Materials & Metallurgy	3

Total of credits must be at least 32 hours above Pre-Technical Curriculum for a Certificate.

(continued)

MATH SEQUENCE

PLAN I	MTH:007	Elementary Algebra
	MTH:009	Elementary Geometry
	MTH:124	Technical Math I
	MTH:134	Technical Math II
PLAN II	MTH:124	Technical Math I
	MTH:134	Technical Math II
PLAN III	MTH:144	Technical Algebra & Trigonometry
	MTH:154	Technical Analytic Geometry & Calculus

Engineering Drafting - Mechanical Option Certificate

Appendix II

This one-year program is for students interested in developing basic drafting skills to qualify for entry level drafting jobs in industry. Students who complete the one-year Certificate of Proficiency courses can then earn an Associate in Applied Science degree by completing the additional courses required in the Mechanical Engineering Technology program (32 credits required).

COURSES		CREDITS
First Semester		
EGR:100	Engineering Drawing	3
MTH:124	Technical Mathematics I	3
ME :135	Mechanics-Statics	3
ME :151	Manufacturing Processes I	3
*XXX:XXX	Technical Electives	3-5
		15-17
Second Semester		
EGR:110	Descriptive Geometry	3
MTH:134	Technical Mathematics II	3
ME :152	Manufacturing Processes II	3
ME :243	Strength of Materials	3
ME :249	Materials & Metallurgy	3
*XXX:XXX	Technical Electives	1-3
		16-18

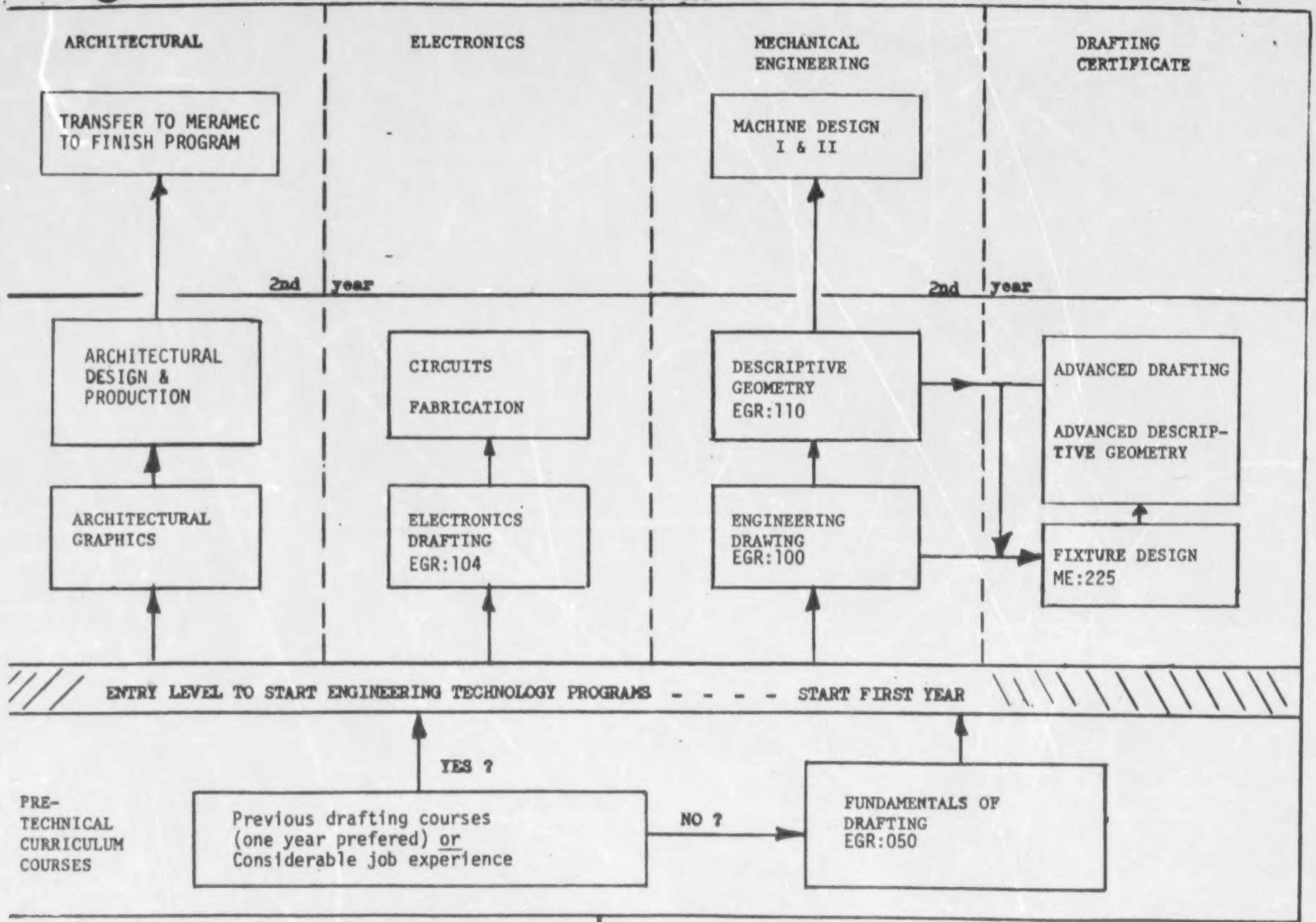
*SUGGESTED TECHNICAL ELECTIVES

ARCH:110	Architectural Graphics	3
ARC:112	Architectural Design & Production I	3
EGR:104	Electronic Drafting	2
EGR:501	Advanced Drafting	3
EGR:502	Advanced Descriptive Geometry	3
ME :134	Introduction to Technical Computer Programming	1
ME :225	Fixture Design	3
ME :244	Mechanical Design I	3
ME :246	Mechanical Design II	3
		24

MECHANICAL ENGINEERING TECHNOLOGY - ASSOCIATE IN APPLIED SCIENCE DEGREE

See description of Mechanical Engineering Technology Program for more complete information.

APPENDIX III


ARCHITECTURAL
ELECTRONICS
MECHANICAL ENGINEERING
DRAFTING CERTIFICATE
TRANSFER TO MERAMEC TO FINISH PROGRAM
MACHINE DESIGN I & II
2nd year
2nd year
ARCHITECTURAL DESIGN & PRODUCTION
CIRCUITS
FABRICATION
DESCRIPTIVE GEOMETRY EGR:110
ADVANCED DRAFTING
ADVANCED DESCRIPTIVE GEOMETRY
ARCHITECTURAL GRAPHICS
ELECTRONICS DRAFTING EGR:104
ENGINEERING DRAWING EGR:100
FIXTURE DESIGN ME:225
ENTRY LEVEL TO START ENGINEERING TECHNOLOGY PROGRAMS - - - - START FIRST YEAR
YES ?
NO ?
PRE-TECHNICAL CURRICULUM COURSES
Previous drafting courses (one year prefered) or Considerable job experience
FUNDAMENTALS OF DRAFTING EGR:050

ST. LOUIS COMMUNITY COLLEGE AT FOREST PARK	DWG. TITLE DRAFTING COURSE FLOWCHART

BY JERRY W. CRAIG	SECTION	SCALE	DATE 7/81-mb	DWG. NO	GRADE

ENGINEERING SCIENCE

I. Examples of Careers and Salary Range

Engineering Science students may choose from many fields of specialization, including electrical, mechanical, aerospace, civil, chemical, nuclear, petroleum, metallurgical, and geological, to name a few. Each student should choose that field of specialization which most closely matches his own interests and aptitudes.

Upon graduation from a four-year institution, graduates can expect to earn between $20,000 - $26,000 per year.

II. General Information on Forest Park's Program

Engineering Science (at Forest Park) is a college-transfer program which covers the first two years of study towards a BS degree in Engineering. It involves at least 64 credit hours of course work, including 18 credit hours of mathematics, 8 credit hours of physics, 5 credit hours of chemistry, 15 credit hours of humanities/social science/communications, 15 credit hours of engineering-related courses, and 2 credit hours of physical education. Full-time students may complete the program in two years. Courses may be taken on a part-time basis.

After completion of all courses, a student may transfer to a four-year university to complete the junior and senior years of study. St. Louis Community College at Forest Park has agreements with the following local and out of state universities which assures students of the transferability of all courses:

University of Missouri-Rolla

University of Missouri-Columbia

Washington University

Southern Illinois University-Edwardsville

Students who wish to transfer to other universities should consult the catalog of those schools prior to their registration.

III. Potential Majors

Refer to I. above.

IV. Prerequisite for First Semester Courses

In addition to the minimum requirement of a high school diploma (or GED certificate), a student contemplating a major in Engineering Science should have a strong background in math and science including:

2 years of algebra

1 year of geometry

1/2 year of trigonometry

1 year of laboratory science

Deficiencies in any of these areas must be made up prior to enrollment in any of the engineering-related courses.

In addition to meeting the above formal prerequisites, a prospective engineering student should exhibit traits of intellectual curiosity, perseverance, and self-discipline. The student should also have a good technical aptitude as well as good ability to communicate with others, both verbally and in written word.

V. Program Cost

In addition to the College's standard fees, expenses per semester involved in the Engineering Science program area are as follows:

Textbooks and supplies	$80

In addition, a one-time expense of $30 would be necessary for the purchase of an electronic calculator. For students who elect to take Engineering Drawing (EGR:100), an additional one-time expense of $25 would be necessary for drafting instruments.

Since book costs do vary from year-to-year, and since not all students would choose the same electives, these figures represent only approximate expenses which would be incurred by the student.

VI. Explanation of Instructional Approach

The majority of the courses are taught by the traditional lecture method. Many of the courses require concurrent laboratory work.

VII. Curriculum Outline

See Appendix I.

VIII. Name of One or More Department Members to Contact for Additional Information

Science or Technology Division Office
Room B-314
Telephone: 644-9285

or

Engineering Science adviser
Bill Duke
Room A-324
Telephone: 644-9307

IX. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, p. 282
Holland File under Investigative Type
Missouri View, Card #198, 199, 200
Catalyst Series for Women, "Have You Considered Engineering?"

Engineering Science
Appendix I

COURSES		CREDITS
First Semester		
ENG:101	College Composition I	3
GE :176	Scientific Computer Programming	3
MTH:210	Analytic Geometry and Calculus I	5
CHM:105	General Chemistry I	5
PE :xxx	Physical Education Elective	1
		17 TOTAL CREDITS
Second Semester		
ECO:151	Principles of Economics I*	3
EGR:100	Engineering Drawing**	3
MTH:220	Analytic Geometry and Calculus II	5
PHY:121	Engineering Physics I	4
PE :xxx	Physical Education Elective	1
		16 TOTAL CREDITS
Third Semester		
MTH:230	Analytic Geometry and Calculus III	5
PHY:221	Engineering Physics II	4
ME :275	Engineering Mechanics I	3
EE :275	Engineering Circuits I***	4
		16 TOTAL CREDITS
Fourth Semester		
HST:100	American Civilization	3
MTH:240	Differential Equations	3
ME :277	Engineering Mechanics II***	3
xx :xxx	Elective****	3, 4
xx :xxx	Elective*****	3, 4
		15-17 TOTAL CREDITS

Notes:
Please consult with an educational adviser about each of the following:

*	Some transfer schools or majors may require that CHM:106 General Chemistry II be taken during this semester.
**	Some transfer schools may require ENG:102 College Composition II; others may allow substitution of another Communication elective, e.g., ENG:103 Report Writing or COM:101 Oral Communications I.
***	Some transfer schools or majors may allow the substitution of an elective.
****	Some transfer schools or majors may require EE:277 Electrical Circuits II.
*****	Some transfer schools or majors may require PHY:122 Engineering Physics III; others may require ME:151 Manufacturing Processes I.

FIRE PROTECTION TECHNOLOGY

I. Job Description

Must have thorough knowledge of effective firefighting techniques and the ability to utilize equipment appropriate to extinguishing all types of fires. Must be familiar with rescue practices, inspection techniques, municipal safety codes and ordinances, insurance and alarm systems, hydraulics and structures.

II. General Information on Forest Park's Program

Forest Park students have the option of working toward a Certificate of Proficiency in Fire Protection or an Associate in Applied Science degree in Fire Protection. All technical courses are taught identically on two successive evenings to accommodate rotating schedules of working fire fighters. Required liberal arts courses may be taken day or evening. Beginning students may enter the program fall, spring, or summer semesters.

The most rigorous courses in the program are Technical Mathematics, Fire Science Chemistry, and Fire Hydraulics.

III. Professional Characteristics

Those planning to enter this field should be mechanically inclined and have good coordination and vision. Stamina and agility are also important. The professional Fire Fighter is expected to have the following characteristics. The student is, therefore, encouraged to develop those characteristics in order to more successfully compete in the job market and for advancement after graduation.

-Willingness to serve the public
-Capable of exerting maximum effort under discouraging conditions
-Persistence and tenacity
-Ability to work as a team
-Ability to improvise in problem solving

IV. Employment Prospects and Salary

Careers in Fire Protection Technology are demanding but challenging and rewarding to those suited for it. Municipal fire departments and fire districts seek technically trained men and women with potential to become officers and fire marshalls. Employment opportunities also exist in industrial plants, hospital units, insurance firms and governmental agencies (such as Occupational Safety and Health Act [OSHA]) at entry salaries of $1,000 to $1,200 a month.

Advantages include job security and fringe benefits. Disadvantages are the hazardous nature of the occupation and 24-hour rotating shifts.

V. Admission Statement

Prospective students may apply at any time.

VI. Entrance Requirements

High school algebra recommended and chemistry helpful.

Algebra deficiency can be remedied by enrolling in Forest Park's Elementary Algebra, MTH:007.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

No requirement. Part-time students advance at their own pace.

IX. Retention

Approximately 65% of the students in the program ultimately get an AAS degree.

X. Transferability

Technical courses will not transfer to colleges that do not have an equivlent fire protection program. The entire program is accepted in transfer by Central Missouri State University for students who wish to obtain a bachelor degree in fire protection technology. University of Missouri, Washington University and many other four-year institutions accept the liberal arts course credits.

XI. Cost

Approximately $150 will be needed for books and supplies for the entire program in addition to the standard College registration fees.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information. Many fire departments have tuition reimbursements for employees.

XIII. Explanation of Instructional Approach

Courses are taught in a formal classroom format by experts in the subject presented. The courses cover technical material. Manual skills are withheld for the Fire Department Training programs.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

A. Russell Maier	Room A-322	644-9310
Daniel B. Miller	Room B-314	644-9285

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook
Dictionary of Occupational Titles
Encyclopedia of Careers

Appendix I

Fire Protection Technology

COURSES		CREDITS
First Semester		
ENG:101	College Composition I	3
FIR:110	Basic Fire Protection & Alarm Systems	3
MTH:124	Technical Mathematics I	3
FIR:105	Inspection & Fire Prevention	3
CHM:114	Industrial Chemistry	3
		15 CREDITS
Second Semester		
ENG:102	College Composition II	3
FIR:104	Teaching Techniques for Fire Department Personnel	2
FIR:100	Fire Department Apparatus	2
FIR:102	Fire Characteristics	3
FIR:103	Fire Service Management & Administration	3
PSI:101	Physical Science (Lecture I)	3
PE: XXX	Physical Education elective	1
		17 CREDITS
Third Semester		
COM:101	Oral Communications I	3
FIR:205	Fire Science Hydraulics	3
FIR:210	Architectural-Structural Representation-Materials	3
FIR:208	Hazardous Materials	3
FIR:212	Rescue Practices	2
HST:100	American Civilization	3
		17 CREDITS
Fourth Semester		
FIR:207	Codes & Ordinances	3
FIR:211	Principles of Risk & Insurance	3
FIR:202	Fire Investigation	3
FIR:204	Fire Fighting Tactics & Strategy	3
SOC:101	Introduction to Sociology	3
PE: XXX	Physical Education elective	1
		16 CREDITS

Certificate of Proficiency:	SUBJECT AREA	CREDITS
	Fire Protection	18
	*MTH:124; PSI:101; CHM:114	6
	**Electives	9
		33 CREDITS

*Student should take Technical Mathematics I (MTH:124) and Physical Science (PSI:101) or Chemistry for Fire Service (CHM:114).

**Electives should be made up of courses listed in the associate degree program.

INDUSTRIAL ELECTRONICS TECHNOLOGY

I. Job Description

Employed as technical assistants to scientists and engineers engaged in manufacturing and maintenance in the electrical electronics fields. Prepares and interprets engineering drawings, testing procedures and compiles technical data.

II. General Information on Forest Park's Program

The Industrial Electronics Technology program leads to an Associate in Applied Science degree and includes both classroom work and practical experience in electronic engineering technology laboratories. Students may enroll in either the full-time (day) or part-time (evening) program and may begin in either the spring or fall semesters. Forty students can be accepted each semester.

NOTICE THAT NOT ALL COURSES IN THE PROGRAM ARE TAUGHT AT FOREST PARK. Additional courses are available at Meramec, and credit is also offered for courses taken at the Electrical Board of Trade.

Academic standards are necessarily high. One grade below "C" in any course results in probationary status in the program. Consequently, the attrition rate has been high, primarily due to student difficulty with math courses and Electric Circuits I.

With the establishment of Forest Park's Fundamentals of Technology sequence, it is anticipated that students with weak math and science backgrounds can acquire necessary skills to increase their chances for successful completion prior to entering this program.

III. Professional Characteristics

Students planning to enter this program should be mechanically inclined. The engineering profession expects the electronics technician to have the following characteristics. The student is, therefore, encouraged to develop them in order to successfully compete in the job market upon graduation:

- Ability to work without supervision
- Self-starting
- Honesty and integrity
- Ability to follow instructions
- Pride in work
- Dependability
- Ability to work well with people

IV. Employment Prospects and Salary

Employment opportunities exist in many industrial, medical and business firms. The technician may work in research development, manufacturing, testing, installation or maintenance of a variety of products. As electronic equipment becomes increasingly complex, electronic engineering becomes more specialized. Therefore, many jobs previously performed by engineers are now performed by competent technicians. Starting salary ranges from $12,000 to $18,000 annually.

V. Admission Statement

Application to the College should be made by September or October for the spring semester and by January for the fall semester.

VI. Entrance Requirements

Scholastic requirements include: Upper half of high school class, cumulative GPA of 2.50 (C+) with no grade below a "C" in high school preparatory math and a laboratory science (preferably physics). Deficiencies in math and science can be removed by successfully completing the Fundamentals of Technology sequence prior to entry into the Industrial Electronics Technology program.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

17 credit hours per semester for full-time day students.

IX. Retention

One grade below a "C" in any course means probationary status in the program.

X. Transferability

Students working toward the baccalaureate degree have successfully transferred credits earned in this program to Northwest Missouri State, Milwaukee School of Engineering and Washington University. Students who transfer to a four-year college or university to work toward a baccalaureate degree in another field may find that the technology courses will not transfer.

XI. Cost

In addition to the College's standard fees, the student should anticipate $60 each semester for books and supplies.

XII. Specific Financial Aid

Student should check with the Financial Aid office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Lectures, laboratories and demonstrations.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Technology Department		
Dan Landiss	Room D-326	644-9309

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, 1982-83
"Jobs in Technical Work," Job Family Series
Holland File

Appendix I
Industrial Electronics Technology

COURSES		CREDITS
First Semester		
EGR:104	Electronic Drafting	2
MTH:124	**Technical Math** I	3
ENG:101	College Composition I	3
*EE :110	Technical Electric Circuits I	4
GE :101	Technical Computer Programming	3
		15 CREDITS
Second Semester		
*EE :112	Technical Electronics I	5
ENG:103	Report Writing	3
MTH:134	Technical Math II	3
*EE :111	Technical Electric Circuits II	4
PE :xxx	Physical Education elective	1
		16 CREDITS
Third Semester		
*EE :208	Technical Electronics II	5
*EE :207	Industrial Instrumentation	3
EE :233	Digital Logic	4
PHY:101	Technical Physics I	4
PE :xxx	Physical Education elective	1
		17 CREDITS
Fourth Semester		
*EE :210	Technical Electric Machines	4
*EE :211	Technical Power Transmission Distribution	3
HST:100	American Civilization	3
EE :228	Electrical Shop	1
SOC:100	Human Relations	3
xxx:xxx	Technical elective	3-4
		17-18 CREDITS

*Not offered at the Forest Park campus.

MANUFACTURING TECHNOLOGY

I. Job Description

Manufacturing technicians work with many people from many departments of manufacturing. They measure, analyze and try to improve three elements of production: men, material and machines.

Typical production departments, depending on area of specialization, in which a graduate would work are:

- Numerical Control Programming of Machine Tools
- Computer Aided Manufacturing
- Tool and Fixture Design
- Production Planning and Control
- Plant Layout and Materials Handling
- Reliability and Maintenance
- Quality Control
- Industrial Supervision

The Manufacturing Technician assists the Manufacturing Engineer. Typically the technician takes some of the general ideas of the engineer and prepares specific detailed plans. They are more specialized than the engineer and in many cases a refiner. The technician refines the engineer's ideas and sees that they are clearly communicated to the machinist, craftsmen and production personnel.

II. General Information on Forest Park's Program

Forest Park is the only college in this region offering training in the specialized areas of manufacturing. The program involves "hands-on" training in well equipped laboratories that contain lathes, milling machines, weldling equipment, materials testing machines, measuring devices, metallurgical equipment and computer assisted numerical control (NIC) programming equipment and N/C production equipment.

III. Professional Characteristics

- Dedicated
- Algebra and Trigonometry academic skills
- Mechanically inclined
- Communciation skills

IV. Employment Prospects and Salary

The Manufacturing Technology program started in the fall semester 1981 and we have not yet graduated any students. However, the results of an industrial survey last year (mailed to over 1,600 St. Louis based employers) indicated this area of technology to be one of the key growth employment areas in the 80's. The survey responses indicated an average annual starting salary of $16,000.

V. Admission Statement

The minimum statement for admission to most programs at St. Louis Community College at Forest Park is a high school diploma or a certificate showing satisfactory completion of the General Education Development (GED) test; however, some programs, especially in the allied health, technical and food service areas, do have additional requirements. Check with a Forest Park counselor about requirements for these programs.

VI. Entrance Requirements

In addition to admission requirements, recommended (not required) high school algebra and trigonometry.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

(Full-time) - Typically 16 credit hours per semester.

IX. Retention

2.0 cumulative G.P.A.

X. Transferability

Articulation agreements with four-year colleges and universities are not being sought. This program is principally career based. However, many accredited four-year programs were reviewed in order to establish an appropriate two-year curriculum. As a result, several colleges and universities have indicated students completing the two-year Associate Degree track would be well prepared to transfer into similar four-year Bachelor of Technology programs.

XI. Cost

Other than the College's standard fees and expenses, no other significant or special expenses. (Drafting equipment will cost an additional $30.00.)

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Instructional Approach

The instructional approach compliments classroom lectures with student laboratory activities to reinforce theory and develop applications. Approximately 50% of the weekly in-department clock-hours are devoted to demonstration and student laboratory activities.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

John Tesson	Room F-012	644-9305
Bill Mason	Room F-009	644-9303

XVI. Sources of Additional Information Available in the Counseling Center

Additional sources of information are not available at this time; however, materials will be obtained.

Manufacturing Technology

Appendix I

First Semester

COURSES		CREDITS	
ENG:101	College Composition I	3	
MTH:124	Technical Mathematics I	3	
EGR:100	Engineering Drawing	3	
ME :135	Mechanics-Statistics	3	
ME :151	Manufacturing Processes I	3	
PE :XXX	Physical Education Elective	1	
		16	TOTAL CREDITS

Second Semester

COURSES		CREDITS	
ENG:103	Report Writing or	3	
ENG:102	College Composition II		
MTH:134	Technical Mathematics II	3	
ME: 152	Manufacturing Processes II	3	
ME :243	Strength of Materials	3	
ME :249	Materials and Metallurgy	3	
PE :XXX	Physical Education Elective	1	
		16	TOTAL CREDITS

Third Semester

COURSES		CREDITS	
HST:100	American Civilization	3	
XXX:XXX	Social Science Elective (Select one of the following: SOC:100 Human Relations, SOC:101 Introduction to Sociology, PSY:201 General Psychology I)	3	
ME :242	Mechanics-Dynamics	3	
ME :245	Hydraulics and Pneumatics	3	
	*Technical Option, Level 1	3	
	*Technical Option, Level 1	3	
		18	TOTAL CREDITS

Fourth Semester

COURSES		CREDITS	
ME :248	Electricity and Controls or		
EE :100	Technical Electricity or		
PHY:112	College Physics II	4	
XXX:XXX	Interdiscipline Elective (Statistics, Economics, Business Management, Oral Communications)	3	
	*Technical Option, Level 2	3	
	*Technical Option, Level 2	3	
	*Technical Option, Level 2	3	
		16	TOTAL CREDITS

(See Next Page for CAREER OPTIONS)

COURSES		CREDITS	LEVEL
Computer Option			
ME :241	Numerical Control (N/C) Programming	3	1
EE :242	Introduction to Microprocessors	3	1
ME :250	Advanced Numerical Control (N/C) Programming	3	2
GE :101	Technical Computer Programming	3	2
EE :501	Microprocessor Applications	3	2
Design Option			
EGR:104	Electronics Drafting	2	1
ME :244	Mechanical Design I	3	1
EGR:110	Descriptive Geometry	3	2
ME :225	Fixture Design	3	2
ME :246	Mechanical Design II	3	2
Production Option			
ME :101	Welding Technology	3	1
ME :xxx	Non-Destructive Testing/Inspection (MPI, Ultrasonic, Eddy Current, Dye Penetrant)	3	1
ME :503	Electroplating and Surface Treatment I	3	1
ME :xxx	Plant Layout and Materials Handling	3	2
ME :xxx	Work Analysis and Methods Improvement	3	2
ME :xxx	Statistics and Quality Control	3	2
ME :506	Electroplating and Surface Treatment II	3	2

NOTE: Courses may NOT be mixed among options.

MATHEMATICS

I. Examples of Careers and Salary Range

The 1981 average salary for majors in mathematics was $18,000 per year. Examples of careers are: **teacher**; research mathematician; research worker in the biological, management, or social sciences; computer programmer; actuary; or statistician.

II. General Information on Forest Park's Program

The program in mathematics covers the first two years of study toward a bachelor's degree in mathematics. After completing the program, a student may **receive** an Associate in Arts degree in Mathematics. Full-time students may complete the program in two years. Courses may be taken on a part-time basis.

Students are strongly advised to work closely with a counselor or educational **adviser** in planning their program of study. Articulation agreements between St. Louis Community College and other colleges/universities in Missouri provide that students will not lose credits when they transfer if they enroll in the appropriate courses. But while graduates are accepted as juniors in Missouri colleges, other institutions may have different requirements. Students should decide early which four-year college or university they will attend and coordinate their St. Louis Community College courses with that institution's requirements.

III. Potential Majors

A mathematics major may specialize in actuarial science, computer science, mathematics, secondary education and/or **statistics**.

IV. Prerequisites for First Semester Courses

Prerequisites for first semester courses are two years of high school algebra, one year of geometry and one-half year of trigonometry.

V. Program Cost

In addition to the standard College fees, students should budget $100 - $150 per semester for books and supplies.

VI. Explanation of Instructional Approach

All courses are taught by well-trained experienced teachers who have at least a master's degree in mathematics. In addition, each instructor maintains regular office hours to help students outside of the classroom.

VII. Curriculum Outline

See Appendix I.

VIII. Name of One or More Department Members to Contact for Additional Information

Donald Moser	Room A-316	644-9224

IX. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Quarterly
Maryville College catalogue (for information about actuarial science)
Washington University catalogue
St. Louis University catalogue
University of Missouri catalogue
Career Opportunity Index

Mathematics

Appendix I

The program in Mathematics (actuarial science, computer science, mathematics, statistics) covers the first two years of study towards a baccalaureate degree in mathematics. Most four-year universities have similar content for the first and second years of their mathematic programs. However, the student should personally coordinate the selection of courses with transfer institutions.

COURSES CREDITS

First Semester

COURSES		CREDITS	
MTH:210	Analytical Geometry & Calculus I	5	
ENG:101	*College Composition I	3	
XXX:XXX	Social Science/Communications (foreign language recommended)	3	
GE :176	Scientific Computer Programming (FORTRAN)	3	
		17	**TOTAL CREDITS**

Second Semester

COURSES		CREDITS	
MTH:220	Analytical Geometry & Calculus II	5	
ENG:102	*College Composition II	3	
XXX:XXX	**Physical Science (with laboratory)	4-5	
XXX:XXX	*Social Science/History	3	
XXX:XXX	*Humanities/Communications (foreign language recommended)	3	
		18-19	TOTAL CREDITS

Third Semester

COURSES		CREDITS	
MTH:230	Analytical Geometry & Calculus III	5	
XXX:XXX	**Physical Science (with Laboratory)	4-5	
PE :XXX	*Physical Education Elective (not required if over 21)	1	
XXX:XXX	***Electives	6	
		16-17	TOTAL CREDITS

Fourth Semester

COURSES		CREDITS	
MTH:240	Differential Equations	3	
MTH:215	Linear Algebra	3	
XXX:XXX	**Physical Science (with laboratory)	4-5	
PE :XXX	*Physical Education Elective (not required if over 21)	1	
XXX:XXX	***Electives	6	
		17-18	TOTAL CREDITS

*Required to meet state or college degree requirements.

12 hours	Humanities/Communications (college composition, foreign language)
12 hours	science/mathematics
6 hours	social science/history
2 hours	physical education

(continued)

**General Chemistry, Organic Chemistry, Engineering Physics

***Recommended electives for options within the program:

Actuarial Science-business administration, data processing, economics.
Computer Science-biology, business administration, chemistry, data processing, engineering, geology, physics.
Mathematics-biology, business administration, chemistry, data processing, engineering, geology, philosophy, physics.
Statistics-business administration, chemistry, data processing, economics.

MECHANICAL ENGINEERING TECHNOLOGY

I. Job Description

Applies theory and principles of mechanical engineering to develop and test machinery and equipment under the direction of engineering staff and physical scientists. Prepares detailed drawings, sketches, charts and graphs of complete assemblies and components.

II. General Information on Forest Park's Program

Students receive a sound general education which allows them job flexibility and opportunity for advancement. The program at Forest Park provides a strong background in the more fundamental and applied aspects of mechanical science and is oriented toward design. Graduates are equipped to fill positions in product, facility, or tool design, technical sales and testing in all major industries.

Forest Park awards an Associate in Applied Science degree upon completion of each of the three Mechanical Engineering Technology curricula (depending upon the students' scholastic preparation and pursuits): (See Appendix II for math sequence.)

Plan I	-Requires 6 semesters and is designed for students with insufficient mathematics, science and drafting backgrounds.
Plan II	-For students with backgrounds that will enable them to meet the necessary prerequisites for the program. Designed for those wishing to enter the job market immediately upon graduation from Forest Park. Requires 4 semesters.
Plan III	-For students with excellent math and science backgrounds who wish to acquire the associate degree while simultaneously earning transfer credits which will apply toward a Bachelor of Science in Engineering degree.

The program starts fall, spring and summer sessions and may be taken day or evening. The student may take a full or part-time course load. In addition to classroom work, the students gain practical experience in well-equipped technology laboratories.

III. Professional Characteristics

Students considering this program should possess mechanical and analytical ability. Industry expects the Mechanical Engineering Technician to have the following characteristics. The student is encouraged to develop them in order to successfully compete in the job market upon graduation.

- Ability to understand and enjoy the theoretical (book work) as well as the practical (lab and shop)
- Ability to work without supervision
- Ability to make independent judgements
- Ability to follow instructions

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IV. Employment Prospects and Salary

With mechanical equipment becoming increasingly complex, mechanical engineering has become more specialized and tasks previously performed by mechanical engineers are now the responsibility of competent mechanical engineering technicians. As supportive employees, they redesign, modify, test and maintain new or existing equipment and components.

The present job market for graduates is excellent. Starting salary is generally $13,000 - $16,500 a year, fringe benefits and working conditions excellent. Forest Park graduates have been employed by ITT Blackburn, Emerson Electric, Southwestern Bell, Nooter Corporation, General Electric, McDonnell Douglas, Monsanto and others.

V. Admission Statement

Application to the College should be made during the current semester for entry into the program at the beginning of the next semester. All students are admitted to the program but start at different levels (Plan I, II, or III).

VI. Entrance Requirements

Testing to determine placement in Plan I, II or III.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

It is strongly recommended that students who must work do not carry a full course load (15 to 17 credit hours each semester). Suggested guidelines are:

Work	Course Load
8 hours/week	12 credit hours
20 hours/week	8 credit hours
40 hours/week	3- 6 credit hours

IX. Retention

Initially many students do drop out because of insufficient mathematical background. Beyond that, the retention rate is near 100%. Some students obtain jobs before graduation and then finish at night.

X. Transferability

Plans I and II are career programs which prepare the student for entry into the job market immediately upon graduation. Consequently, the course credits will not transfer except to four-year institutions offering a Bachelor of Technology program in Mechanical Engineering Technology (Kansas State, Pittsburg, Kansas; Southern Illinois University; etc.).

Most course credits in Plan III will transfer to four-year colleges with engineering science programs, but must be negotiated directly with the receiving institution.

IX. Cost

In addition to the College's standard fees, costs will be approximately $60 each semester for books and $50 (one-time purchase) for drafting tools.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Most courses involve both classroom (text assignments, lecture notes, tests) and laboratory (experiments and lab reports) work.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

John T. Tesson	Room F-014	644-9305
Bill Mason	Room F-009	644-9303

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Outlook Handbook, p. 289
Holland File See: Engineer, Mechanical under Realistic Type
Missouri View Card #327
SIGI Computer Information

Mechanical Engineering Technology
Appendix I

COURSES		CREDITS
First Semester		
ENG:101	College Composition I	3
MTH:144	Technical Algebra and Trigonometry	5
EGR:100	Engineering Drawing	3
ME :135	Mechanics-Statics	3
ME :151	Manufacturing Processes I	3
		17 TOTAL CREDITS
Second Semester		
ENG:102	College Composition II	3
MTH:154	Technical Analytic Geometry & Calculus I	4
EGR:110	Descriptive Geometry	3
ME :243	**Strength of Materials**	3
ME :152	Manufacturing Processes II	3
PE :xxx	Physical Education Elective	1
		17 TOTAL CREDITS
Third Semester		
ME :244	Mechanical Design I	3
ME :242	**Mechanics-Dynamics**	3
ME :245	Hydraulics and Pneumatics	3
HST:100	American Civilization	3
xxx:xxx	Social Science Elective	3
PE :xxx	Physical Education Elective	1
		16 TOTAL CREDITS
Fourth Semester		
ME :246	Mechanical Design II	3
ME :249	Materials and Metallurgy	3
ME :247	Energy Conversion	3
PHY:112	College Physics II	4
xxx:xxx	Non-technical Elective	3
		16 TOTAL CREDITS

Mechanical Engineering Technology
Math Sequence
Appendix II

PLAN I	- MTH:007	Elementary Algebra
	MTH:009	Elementary Geometry
	MTH:124	Technical Math I
	MTH:144	Technical Algebra and Trigonometry
	MTH:154	Technical Analytical Geometry and Calculus I
PLAN II	- MTH:144	Technical Algebra and Trigonometry
	MTH:154	Technical Analytical Geometry and Calculus I
PLAN III	- MTH:210	Analytical Geometry and Calculus I
	MTH:220	Analytical Geometry and Calculus II
	MTH:230	Analytical Geometry and Calculus III

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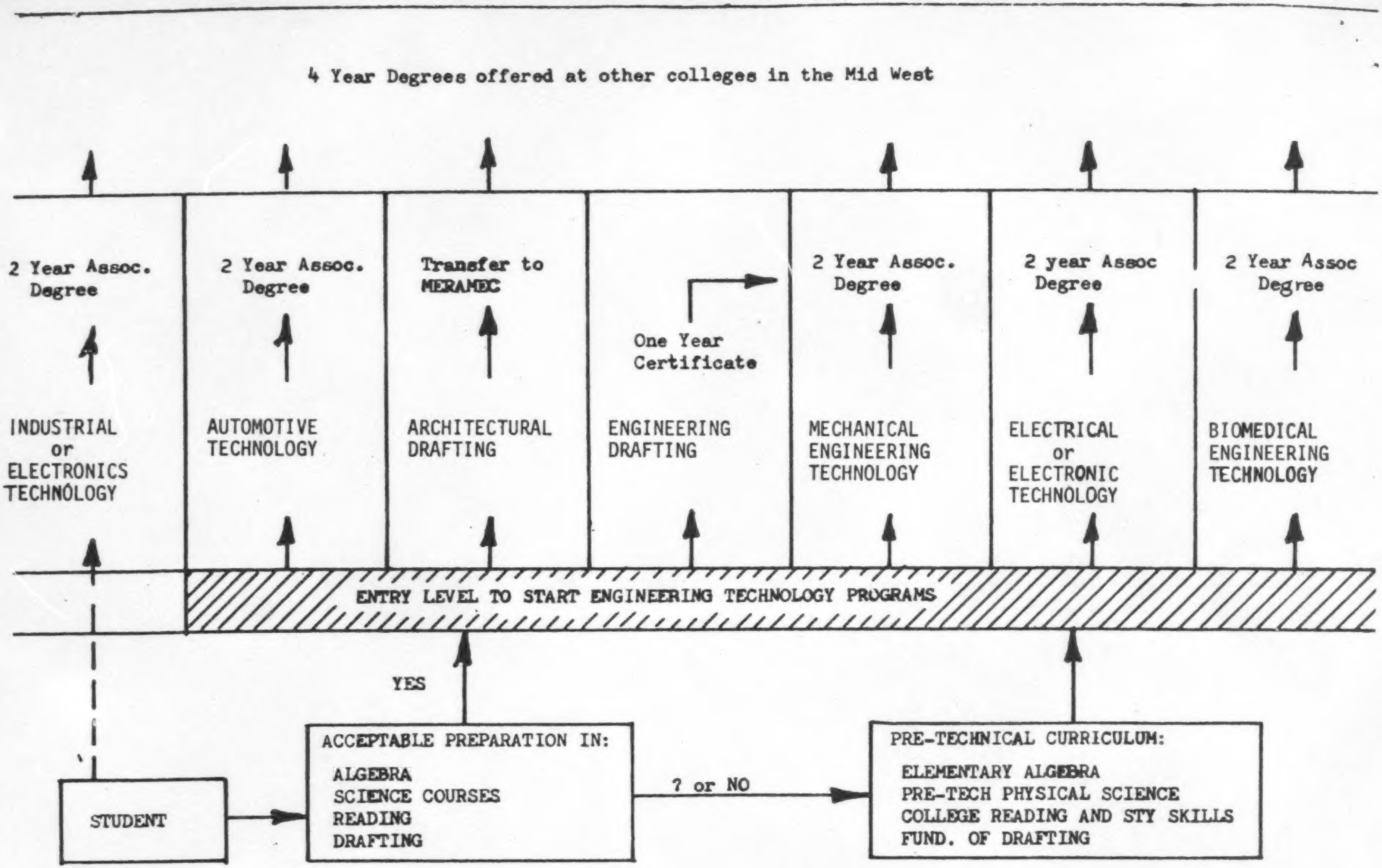
4 Year Degrees offered at other colleges in the Mid West
2 Year Assoc. Degree
2 Year Assoc. Degree
Transfer to MERAMEC
One Year Certificate
2 Year Assoc. Degree
2 year Assoc Degree
2 Year Assoc Degree
INDUSTRIAL or ELECTRONICS TECHNOLOGY
AUTOMOTIVE TECHNOLOGY
ARCHITECTURAL DRAFTING
ENGINEERING DRAFTING
MECHANICAL ENGINEERING TECHNOLOGY
ELECTRICAL or ELECTRONIC TECHNOLOGY
BIOMEDICAL ENGINEERING TECHNOLOGY
ENTRY LEVEL TO START ENGINEERING TECHNOLOGY PROGRAMS
YES
STUDENT
ACCEPTABLE PREPARATION IN:
ALGEBRA
SCIENCE COURSES
READING
DRAFTING
? or NO
PRE-TECHNICAL CURRICULUM:
ELEMENTARY ALGEBRA
PRE-TECH PHYSICAL SCIENCE
COLLEGE READING AND STY SKILLS
FUND. OF DRAFTING

ST. LOUIS COMMUNITY COLLEGE AT FOREST PARK	**DWG. TITLE** ENGINEERING TECHNOLOGY FLOWCHART			
DR. BY JERRY W. CRAIG	**SECTION**	**SCALE** ●	**DATE** 7/81-mb	**DWG. NO.**	**GRADE**

MICROPROCESSORS

I. Job **Description**

Mircroprocessors are being designed into more electronic equipment, resulting in electronic engineering manufacturing and equipment repair becoming more specialized. Technicians will be required to have a solid knowledge of microprocessors to remain competent in their work. They may work in the research, development, manufacturing, testing, **installation** or maintenance of microprocessors.

II. General Information on Forest Park's Program

Certificate of Specialization - Microprocessors

The program falls within the scope and purpose of the community college. We presently have programs in electronics. Microprocessors are an extension of that technology. In many respects, the application of microprocessors simplifies the design process. The depth of electronic theory is not as great. The implementation of systems requires more programming and software development.

The community college is committed to providing career **technical training** and this program represents the latest and most important branch of the emerging technology. This is a career field that is just beginning; the need for training will go on for many years.

The community college is also concerned with the lifetime educational needs of adults. With the development of microprocessor technology, many graduate engineers and technicians will need more training. Even those technicians and engineers graduating today will need to update shortly.

III. Professional Characteristics

The Microprocessor Program is a 16 or 17 hour program, leading to a Certificate of Specialization. This program attracts graduate engineers and technicians desiring to update in this new field, in addition to high school students having both knowledge and experience in personal and small computer systems.

IV. Employment Prospects and Salary

The field of microprocessing has applications in virtually every engineering, business, home entertainment, education, transportation and energy conservation endeavor. The St. Louis area has a large number of major manufacturers in the electronics, automotive, aircraft, food processing and word processing (printing) industries. These companies have countless applications for microprocessors.

The program **is too** new **to determine salary**. An approximation is **between** $12,000 to $18,000 per year.

V. Admission Statement

One unit of high school algebra and the minimum requirement of the college.

VI. Entrance Requirements

High School Algebra
College requirements

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Three semesters are required for completion because of the sequence of courses.

IX. Retention

Student must accumulate a 2.0 GPA for the required courses to receive a certificate.

X. Transferability

Unknown but very limited. Individual courses may transfer at the discretion of the accepting school.

XI. Cost

No cost above the standard College fees. However, several books are near $40 per course.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Most courses involve both classroom (text assignments, lecture notes, tests) and laboratory (programming) assignments.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

James Meinert	Room C-320	644-9296
Dan Landiss	Room D-326	644-9309

XVI. Sources of Additional Information Available in the Counseling Center

No information available at this time; however, materials will be obtained.

Appendix I

Microprocessors

COURSE		CREDIT
GE:101	Technical Computer Programming	3
EE:233	**Digital Logic**	4
EE:242	Introduction to Microprocessors	3
EE:501	Microprocessor Applications	3
*XX:XXX	Technical Elective	3-4
		16-17 CREDITS

*Selected Elective

DP:110	**Logical Methods**	3
DP:112	Computer Concepts	3
DP:221	Assembly Language Programming I	3
EE:100	Technical Electricity or equivalent (Electric Circuits I)	4
		13 CREDITS

PLUMBING DESIGN TECHNOLOGY

I. Job Description

Every modern building has an elaborate plumbing design. These systems vary from small residential systems to the highly sophisticated networks in high-rise structures, hospitals, and industrial complexes. A plumbing designer is faced with a unique mixture of civil engineering and mechanical engineering problems as he designs these systems. He/she must be an expert in the hydraulics of gravity flow and pressure flow, storm water control, pneumatics, pump characteristics, heat transfer, chemistry, fire suppression, and building structures as well as specification and report writing.

These versatile, specially trained people are in demand in the Consulting Engineering, Architectural Engineering and Design-Build Contractor offices throughout the middle west.

II. General Information on Forest Park's Program

St. Louis Community College at Forest Park offers a career program in Plumbing Design Technology. Its purpose is to upgrade individuals currently working in this field or to train individuals interested in entering this field. Students who complete approximately 64 credit hours of appropriate courses will be awarded an Associate in Applied Science degree or they have the option of taking individual courses of interest.

The content of the courses in this program has been reviewed by an advisory committee consisting of professional engineers assigned by the American Society of Plumbing Engineers. Consequently, the program will be applicable to the present "state of the art."

This program affords the ideal method for an individual or design office to upgrade so as to apply modern engineering techniques to a field hampered by imprecise design concepts and codes.

In addition to the plumbing courses, Forest Park has excellent lecture and laboratory courses in drafting, mathematics, chemistry, hydraulics and pneumatics, thermodynamics, strength of materials, metallurgy, statics/mechanics, technical electricity and fire service design. These courses can be applied to a Certificate (32 hour program) in Engineering Drafting (Mechanical Option) or an Associate in Applied Science degree in Mechanical Engineering Technology. All courses in this program are offered both day and evening.

III. Professional Characteristics

Students considering this program should possess mechanical and analytical ability. Industry expects the Plumbing Engineering Technician to have the following characteristics. The student is encouraged to develop them in order to successfully compete in the job market upon graduation.

- Ability to understand and enjoy the theoretical (book work) as well as the practical (lab and shop)
- Ability to work without supervision
- Ability to make independent judgements
- Ability to follow instructions

IV. Employment Prospects

This is a relatively new program, and at present, most students attending already have jobs in the plumbing area.

V. Admission Statement

Application to the College should be made during the current semester for entry into the program at the beginning of the next semester.

VI. Entrance Requirements

Testing to determine appropriate math and English courses. All students are admitted to the program but start at different levels based on previous background and results.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

It is strongly recommended that students who must work do not carry a full load (15 to 17 credit hours each semester). Suggested guidelines are:

WORK	COURSE LOAD
8 hours/week	12 credit hours
20 hours/week	8 credit hours
40 hours/week	3 to 6 credit hours

IX. Retention

Nearly 100% because as stated previously, at present, most students are working in the field trying to upgrade their positions.

X. Transferability

To our knowledge, there are no Bachelors of Technology Programs specifically in Plumbing Design. The credits would transfer to a Mechanical Engineering Technology or Civil Engineering Technology Bachelors Program.

XI. Cost

In addition to the College's standard fees, costs will be approximately $60 each semester for books and $50 (one-time purchase) for drafting tools.

XII. Specific Financial Aid

Student should check with the Financial Aid Office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Most courses involve both classroom (text assignments, lecture notes, tests) and laboratory (experiments and lab reports) work.

XIV. Curriculum Outline

See Appendix I.

XV. Name of One or More Department Members to Contact for Additional Information

Russell Maier	Room A-323	644-9285 or 644-9310
John Tesson	Room F-012	644-9305
Bill Mason	Room F-009	644-9303

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Handbook See: Plumbers and Pipefitters, pp. 233, 234
Chronicle Guidance #43 0580 (RIS), See: Plumber (R) 2015 (RIS)
SIGI Computer Information

Plumbing Design Technology
Appendix I

COURSES		CREDITS
First Semester		
PSI:101	Physical Science I**	3
SOC:101	Introduction to Sociology	3
ME :104	Plumbing Design I**	3
EGR:100	Engineering Drawing**	3
MTH:144	Technical Algebra & Trigonometry**	5
		17 TOTAL CREDITS
Second Semester		
ENG:101	College Composition I	3
ME :105	Plumbing Design Problems II	3
MTH:154	Technical Analytical Geometry & Calculus I	3
ME :107	Fire Systems Design	3
ME :135	Mechanics-Statics	3
		15 TOTAL CREDITS
Third Semester		
ME :243	Strength of Materials	3
EGR:110	Descriptive Geometry**	3
FIR:110	Basic Fire Protection and Alarm System	3
ENG:103	Report Writing	3
ME :106	Plumbing Design III**	3
PE :xxx	Physical Education Elective*	1
		16 TOTAL CREDITS
Fourth Semester		
ME :249	Materials and Metallurgy	3
ME :245	Hydraulics-Pneumatics	3
ME :247	Energy Conversion	3
EE :100	Technical Electricity	4
HST:100	American Civilization	3
PE :xxx	Physical Education	1
		17 TOTAL CREDITS

*May be waived for veterans or anyone over 21 years of age at time of first registration.

**Courses needed for Certificate of Proficiency.

EMERGENCY MEDICAL TECHNICIAN

I. Job Description

Emergency Medical Services in Missouri recognize two levels of training. Both are professional licensed levels; they include the Emergency Medical Technician (EMT) and the Emergency Medical Technician - Paramedic (EMT-P). Only the EMT program is currently being offered at the Forest Park campus.

The Emergency Medical Technician is **the entry** level position in the field of emergency medical services. He/she is trained to perform basic life support procedures and some advanced procedures in emergency situations dealing with the sick or injured patient. The EMT-P is trained at a higher level. He/she is trained to provide more advanced life support in addition to the basic emergency care of the EMT level of training.

The EMT and the EMT-P are skilled in patient assessment, diagnostic signs and symptoms of major injuries and illness. Both are trained in the use of special equipment for use in ambulances or rescue vehicles. Above all, the EMT and EMT-P are trained to provide a high proficiency of emergency medical care and stabilization to a patient until delivered to the hospital emergency department.

The EMT is employed by ambulance services, communication **centers,** hospital emergency departments and fire departments. A new trend is also developing in the private sector in industrial settings.

II. General Information on Forest Park's Program

Credit Course Offerings:		Credits
*EMT:100	Emergency Care, Principles and Techniques	6
HMS:201 & 203	EMT Internship and Seminar	6

*This course is a basic licensing level course for entry into the Emergency Medical Services field. It is also one of the prerequisites for entrance to the EMT-Paramedic program.

Students may be licensed and seek employment at this level. Students completing this course with a grade of "B" may wish to continue to the second prerequisite course after licensure at the EMT level.

HMS:201 & 203 EMT-Internship and Seminar (EMT's only) 6

This course is designed to meet the required six months of experience required by the Bureau of Emergency Medical Services, Missouri Division of Health, for entrance into an EMT-Paramedic program. It also expands the learners ability to function in a responsible way in the field with understanding from previously **taught material. It also explores** new special **interest** areas in the field of emergency medicine.

III. Professional Characteristics

The EMT candidate should possess at least average learning ability. He/she must have maturity in dealing with others as well as co-workers. The following listed traits are essential for competing in the job market:

- -Motor coordination in administration of emergency care, movement of patients and driving the ambulance.
- -Manual dexterity and physical coordination in carrying, lifting, extricating, climbing, hoisting and other similar maneuvers in a manner not detrimental to the patient, fellow workers or self.
- -Facility to give as well as receive verbal and written directions and instructions.
- -Visual color discrimination in examination of patients in determination of diagnostic signs that require an immediate treatment by the EMT.
- -Both far and near visual acuity necessary for driving and for examination of landscape as well as the patient.
- -Ability to lift and carry up to 100 pounds.

IV. Employment Prospects and Salary

The EMT can expect an exciting career in the field of emergency medical services. Salaries differ from state to state, city to city. In the St. Louis area, EMT's can anticipate starting salaries from $8,000 per year to $10,000 per year.

V. Admission Statement

Student selecting courses from the Emergency Medical Services area must comply with general admissions policy of the College.

EMT:100 students may be full or part-time. Though it is not needed for the Emergency Medical Services curriculum, students may select other such courses as they would like.

Students entering the EMT-Internship course (HMS:201 & 203) must first have completed the EMT:100 with a grade of "B" or better and must be licensed by the state as an Attendant or Attendant-Driver.

VI. Entrance Requirements

To be admitted to the EMT program, student must:

1. have a 10th grade education

2. be 18 years of age.

VII. Eligibility Semester

Not applicable.

VIII. Course Load

Refer to Section III.

IX. Retention

In our opinion, an EMT is a valuable allied health professional who deals with people in their time of emergency. Sometimes these situations are of a life threatening nature to the patient. With this in mind, we have certain criteria that is based on the premise that one cannot afford to be right only 70% of the time. In other words, when dealing with a human life, being wrong 30% of the time could, in reality, cause unjustified, unwarranted death.

Students in the EMT:100 course are expected to maintain at least 70% on each unit examination and must pass each practical examination to be eligible for licensing upon completion. However, students who fail to meet this criteria are urged to remain in the course until just prior to the course completion so that they may re-enroll for a second time. It has been proven that students who do poorly the first time have better success the second time.

In addition, students must complete the required 10 to 16 hours of hospital clinic. This is done at the end of the first unit on non-class time. This is one of the criteria established by the Bureau of Emergency Medical Services, Missouri Division of Health.

As in the EMT:100 course, criteria have been developed along the same philosophy of patient care. Basic minimum standards are expected of all students.

EMT-Internship students must meet requirements as required by the Bureau of EMS and the course instructor. All EMT-Internship students are expected to maintain 70% on all tests and must complete required service practicum hours to complete the course.

In all EMT training, students must maintain at least 70% on all examinations to complete the course successfully. If any clinical time is required, it also must be completed.

X. Transferability

Currently programs in EMT-P are offered at the Institute of Health Management and St. John's Mercy Medical Center. All courses taken in Forest Park's EMT program are transferable to either of these two institutions.

For additional information, contact Regan Ford at Forest Park's Institute for Continuing Education, phone 644-9272.

XI. Cost

$20.50 per credit hour plus $31 for malpractice insurance and examination fees for EMT:100; $6 malpractice insurance for HMS:201 and 203. Uniforms,

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books, equipment, and supplies are not included in the tuition.

XII. Specific Financial Aid

Student should check with the Financial Aid office, U-207, for specific financial aid information.

XIII. Explanation of Instructional Approach

Students enrolling in the EMT:100 course or any of the Emergency Medical Services programs have the benefit of "hands on" training in addition to didactic instruction.

EMT:100 students who are meeting classroom criteria participate in 10 to 16 hours of clinical observation at one of the various hospital emergency departments. EMT-Internship students have a full semester of real practicum experience in the field at one of the ambulance provider locations.

EMT students participate in over 300 hours of hospital clinical. Therefore, both practical knowledge as well as the normal studies are equally important to the success of the person selecting Emergency Medical Services as a career.

XIV. Curriculum Outline

Refer to Section II.

XV. Department Member to Contact for Additional Information

Project Associate for Emergency Care Program
Regan Ford Room F-115 644-9272

XVI. Sources of Additional Information Available in the Counseling Center

Occupational Handbook Outlook: Emergency Medical Technician - EMT, pp. 284, 385
Occupational Outlook Quarterly: "The Emergency Department Working Together to Save Lives," Winter 1978, Vol. 22, No. 22, No. 4, pp. 17 and 21
Chronicle Guidance #501, See: Health Field Worker(s)

For additional information:

National Registry of EMT's
P.O. Box 28233
Columbus, Ohio 43229

Bureau of Emergency Medical Services
P.O. Box 570
Jefferson City, Missouri 65102

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